U.S. Department of Transportation
United States Coast Guard

Commandant
U.S. Coast Guard

2100 Second Street, S.W.
Washington, D.C. 20593
Staff Symbol: G-SCT
Phone: (202)267-2221

COMDTINST M2000.3C

SEP - 7 1999

COMMANDANT INSTRUCTION M2000.3C

Subj: TELECOMMUNICATIONS MANUAL (TCM)

1. PURPOSE. This Manual establishes policy and prescribes procedures for the administration, management, and operation of the Coast Guard Telecommunications System.

2. ACTION. Area and district commanders, commanders of maintenance and logistics, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the contents of this instruction.

3. DIRECTIVES AFFECTED. Telecommunications Manual (TCM), COMDTINST M2000.3B is canceled.

4. DISCUSSION. The revisions to this Manual are extensive and the overall organization is changed. The requirement to provide background beep tones when recording emergency distress calls from radio frequencies and land-based telephones has been removed from Chapter 1. Authority to use Coast Guard communications equipment for amateur and Military Affiliate Radio System (MARS) radio activities has been granted for shore activities and afloat commands in Chapter 5. The Communications Summary (CG-2614) has been removed from Chapter 6. Chapter 8 has been completely rewritten. Chapter 11 is new and provides an overview of the Global Maritime Distress and Safety System (GMDSS). The broadcast requirements for Urgent Marine Information Broadcasts (UMIBs) have been modified in Chapter 12. Accordingly, a thorough review of this Manual by telecommunications personnel and those that use telecommunications services is encouraged. This internal guidance for Coast Guard personnel is solely intended to promote efficiency and consistency in public service above and beyond the requirements of law or regulation. Any obligations discussed flow only to the Coast Guard, and Coast Guard personnel are expected to exercise broad discretion in performing the functions discussed. The Coast

DISTRIBUTION – SDL No.136

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1			1	1	1	1	1		1	1	1	1	1	1	1	1	1		1					
B		10	10		1	1	1	1	1		1	10	5	10	1			30	1		1		1		1	
C	1	1		1	1	1	1		1		1	1	1	1			2	1				1				1
D	1			1		1		1				5*					1*			1			1			
E	1		1							1	1	1			1											
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: D:l-FTG San Diego, FTG Pearl Harbor, FTU Norfolk, COMAFLOATRAGRU Mayport Fl;

Guard retains the discretion to deviate from or change this guidance without notice. This Manual creates no independent duties, standards of care, or obligations to the public, and should not be relied upon as representation by the Coast Guard as to the manner of proper performance in any particular case.

5. CHANGES. Recommendations, comments, and suggestions for improving this Manual are encouraged and should be submitted to Commandant (G-SCT).

6. FORMS/REPORTS. Requirements and guidance for the preparation and submission of telecommunication reports are outlined in Chapter 6.

R. F. Silva

R. F. SILVA
REAR ADMIRAL, U. S. COAST GUARD
ASSISTANT COMMANDANT FOR SYSTEMS

RECORD OF CHANGES

Correction or Change No.	Date of Change	Date Entered	By Whom Entered

TABLE OF CONTENTS

CHAPTER 5: SPECIAL COMMUNICATION SERVICES

CHAPTER 6: REPORTS AND FILES

CHAPTER 7: TELECOMMUNICATION FACILITIES

CHAPTER 8: TELECOMMUNICATIONS AND NETWORK SERVICES

CHAPTER 1

ADMINISTRATION

A. Coast Guard Telecommunications System (CGTS).

1. Definition. The Coast Guard Telecommunications System (CGTS) refers to the radio, satellite, telephone, and network facilities owned/leased, controlled and/or used by the Coast Guard. This includes associated terminal facilities, equipment, tools, techniques, and procedures. The CGTS consists of the following sub-systems:

   a. Area Telecommunications Systems (AREA COMMSYS) which are comprised of Communication Area Master Stations(CAMS), Communication Stations (COMMSTA), Telecommunications Centers (COMMCEN), Transportable Communication Centrals (TCC), and other portable or mobile communications assets.

   b. District Telecommunications Systems (DIST COMMSYS) which are comprised of Groups, MSOs, Activities, and VTSs.

   Acting in concert and interdependent, these subsystems support the missions of the CGTS.

2. Mission. The mission of the CGTS is to:

   a. Provide and maintain rapid, reliable, and secure telecommunications to meet the operational requirements of Coast Guard forces that utilize components of the Command, Control, Communications, and Computers (C4) infrastructure.

   b. Ensure connectivity, compatibility, and interoperability with the National Command Authorities (NCA) and Federal Executive Agencies (FEA), especially the Navy.

   c. Provide effective interface with the entire maritime community in support of the Global Maritime Distress and Safety System (GMDSS) which provides rapid and appropriate aid to vessels, persons, and aircraft in distress. U.S. government implementation will focus on distress and search and rescue (SAR) components of the GMDSS.

   d. Provide telecommunications services including frequency management, record message service, and voice/data services in support of mission essential applications.

3. Command and Control.

a. Control of Coast Guard telecommunications is exercised in accordance with Coast Guard Regulations (COMDTINST 5000.3 (Series)), relative to rank and command. Area commanders shall exercise administrative and operational control of their AREA COMMSYS. As it applies to overall area telecommunications, this direction will extend to major COMMCENs within the system. This authoritative direction involves specifying and assessing the adequacy of telecommunications arrangements, effectiveness of services rendered, and responsiveness in satisfying the operational requirements of all Coast Guard operating forces within the Area commander's geographical boundaries of responsibility. Specific policies and procedures for operation of the AREA COMMSYS can be found in the Area Communications Plan (Annex K).

b. Area commanders may delegate their authority to their respective CAMS to ensure effective system responsiveness to the tasking of the Area Commander and such authorized District Commander tasking to:

(1) Provide operational direction of the system components for the Area Commander.

(2) Coordinate the use of system assets to satisfy the requirements of Coast Guard operating units and to provide required services to other government agencies and civilian users of the system.

(3) Provide direct liaison with the appropriate Naval Computer/Telecommunications Area Master Station (NCTAMS) for the Area Commander to insure effective, real-time use and interoperability of the Naval and Coast Guard telecommunications systems.

c. District commanders shall exercise control over all Coast Guard telecommunications under their chain of command.

d. When Coast Guard vessels are operating in company, the senior officer present shall control telecommunications. Unless otherwise designated by the Operational Commander.

e. The control of distress traffic is set forth in the Radio Regulations of the International Telecommunications Union (ITU). The ITU manual provides guidance relative to Coast Guard control of distress communications. Amplifying information is contained in the Area

and District Telecommunications Plans and Annexes.

f. The senior officer controlling joint operations shall also control intercommunications between the other services and the Coast Guard.

4. General Telecommunications Policy.

a. Publications.

(1) Coast Guard telecommunications shall be conducted in accordance with this manual, International Radio Regulations, Joint and Allied/Combined communication instructions, Naval Telecommunications Procedures, Commandant Instructions (COMDTINSTS), Area, and District publications, and directives issued by appropriate authority.

(2) Communication publications are distributed to the appropriate Coast Guard commands in accordance with the Directives, Publications and Reports Index (COMDTNOTE 5600) and the COMTAC Publication Index (COMDTINST 2600.1 (Series)). Communications Security Material System (CMS) publications are authorized for issue in accordance with Area Instructions or Immediate-Superior-In-Command (ISIC), as determined by area operations.

b. Telecomm Visits.

(1) CMS inspections are the responsibility of the Immediate-Superior-In-Command (ISIC). Further guidance concerning Coast Guard responsibilities for conducting CMS inspections are addressed in Chapter 4 of this manual. More detailed inspection guidelines are listed in CMS Policy and Procedures Manual for Navy Tier 2 Electronic Key Management System (CMS-21).

(2) The Area Commanders, District Commanders, or other duly authorized representatives, shall conduct a visit to each radio-equipped unit under their jurisdiction at least once every two years. The primary purpose of this visit is to evaluate the unit's ability to fulfill its telecommunications responsibilities from both a material and a personnel resource training perspective. Routine paperwork compliance with the various publications and directives governing all telecommunications procedures and administration shall be given secondary status to this primary purpose. Telecommunications equipment systems should be exercised during the process of the visit whenever possible. A

report of the visit findings will be forwarded to the unit by the command conducting the telecomm visit. All inoperative systems will be noted in the report. Each report shall contain specific comment as to what follow-up action is recommended and the office in the chain-of-command that is tasked with the follow-up action.

c. Special Authorization for Use of Radio.

(1) Use of Radio by United States Ships in Foreign Waters. When vessels of the United States Coast Guard are scheduled to visit foreign ports, arrangements for the use of radio while in foreign territorial waters will be in accordance with Foreign Port Calls (COMDTINST 3128.1 (Series)).

(2) Use of Radio by Foreign Men-of-War in United States Waters. As a general rule, foreign men-of-war shall be allowed to communicate between themselves and with their own governments in privacy. Such ships shall observe the radio restrictions currently in effect for the area in which they are operating. The local Naval Commander may withhold this privilege if it is deemed necessary for military reasons. Frequency authorizations should be obtained in advance through the Navy Fleet Commander sponsoring the visit. If prior arrangements are not made and no officer of the Navy is present, the senior Coast Guard officer present should request that the cognizant Fleet Commander grant authorizations upon arrival of visiting units (See Basic Operational Communications Doctrine (NWP 6-01)).

d. MINIMIZE. MINIMIZE is imposed upon the users of telecommunications systems (e.g., DOD Messaging System, e-mail, CGDN+, telephone, etc.) to provide a reduction of telecommunications traffic in an actual, simulated, or anticipated emergency. Units commanding officers at any level have the authority to impose MINIMIZE within their command or area of command responsibility unless specifically denied by appropriate higher authority. The commanders or chiefs of other agencies may be requested to impose MINIMIZE on all users required to communicate with activities in the MINIMIZE area, or whose traffic passes through the telecommunications facilities of the area under MINIMIZE. Refer to Chapter 10 of this manual for additional information.

(1) The Joint Chiefs of Staff (JCS) or a Commander of a unified or specified command may impose MINIMIZE upon all or part of

their areas of command responsibility by general message. These general messages will automatically apply to Coast Guard forces in the area specified; no separate notification will be given for the Coast Guard.

(2) When MINIMIZE is imposed upon worldwide networks, Area and District Commanders may authorize relaxed conditions of MINIMIZE over circuits wholly within their control, when in their judgment this will not adversely impact the situation which required imposition of MINIMIZE.

e. Inviolability of Information. The Coast Guard adheres to a policy of "inviolability" regarding the handling of wire or radio communication information. "Inviolability" means that no communicated information (including organizational messages, e-mail, and voice) will be released or divulged beyond the expectation intended by the originator of the information. Refer to Chapter 9 of this manual for additional information on internal routing and readdressals.

(1) The Coast Guard frequently intercepts communications from masters to owners reporting their vessel disabled, aground, or in a condition, which indicates a possible need of assistance. The Coast Guard, in the performance of its duty to protect life and property at sea and along the coast, may properly act on this information and offer the services of the Coast Guard to the vessel in need of assistance. THE INFORMATION THUS OBTAINED SHALL NOT BE RELEASED FOR PUBLICATION.

(2) Broadcast messages without designation of address are addressed to all concerned and there is no restriction on their release.

f. Delivery of Emergency Messages to Private Vessels.

(1) The Coast Guard has no authority to handle private communications between persons ashore and commercial or private craft. When a Coast Guard unit is asked to deliver a personal message to a vessel, the person making the request shall be so advised, with courtesy, and further advised to file the message by commercial means.

(2) The Coast Guard may relay a request for the vessel concerned to contact the marine operator for an emergency message. This service will be limited to notifying a vessel to contact a certain commercial facility for delivery, or to contact a certain person by

commercial means.

g. Release of Information Acquired from Telecommunications. The requirement of the Coast Guard to furnish information to the public is set forth in CG Regulations (COMDTINST M5000.3 (Series)), in the Public Affairs Manual (COMDTINST M5728.2 (Series)), and the Freedom of Information and Privacy Acts Manual (COMDTINST M5260.3 (Series)).

h. Public Service Radio Broadcasts from Coast Guard Units. During a national emergency or natural disaster Coast Guard units may broadcast pubic service information on a not-to-interfere basis with primary missions.

(1) Requests from the news media for permission to make such broadcasts shall be referred to Commandant (G-I) for approval.

i. Release of Radio Direction Finder Bearings.

Some Coast Guard vessels and selected shore stations are equipped with radio direction finding (DF) or homing equipment. This equipment is provided as a tool to help locate vessels requesting assistance or to aid Coast Guard platforms in navigating. It is not for conning vessels into port remotely since it does not have the requisite accuracy. The responsibility for the safety and navigation of a vessel rests with the operator of the vessel and not the Coast Guard. Therefore, bearing information obtained from DF or homing equipment shall be used internally to the Coast Guard and will not normally be provided to the general public. In emergency situations, Operational Commanders may, at their discretion, furnish a vessel a position or bearing. In all such cases the vessel shall be advised that the position or bearing furnished is approximate and that the Coast Guard assumes no responsibility for its accuracy.

j. Use of Recording or Monitoring Equipment.

(1) It is the policy of the Secretary of Transportation that department personnel, in the conduct of their official duties, may not engage in clandestine, surreptitious, or other covert use of telephone recording, listening, or monitoring equipment or aid or acquiesce in the use of such equipment.

(2) Tape recording equipment is authorized for use at Coast Guard Command Centers, OPCENS, VTS and COMMCENS units to record telephones or radios conversations since they primarily

concern air safety, maritime safety, or SAR. The Coast Guard will not require beep tones or prior consent for the recording of calls.

(3) Equipment installed on telephone lines only to provide a recorded announcement, voice mail service, or invite the caller to leave a message are considered office labor saving devices rather than communications or electronics equipment, and do not require approval.

(4) Authorization to install and use monitoring equipment for situations not listed above must be obtained from the servicing legal office.

B. CGTS Relationship to Other Organizations. The CGTS provides a means by which a variety of maritime agencies may communicate. Marine weather observations are handled over Coast Guard telecommunications facilities. Coast Guard personnel also transmit weather forecasts, advisories, and warnings. A merchant marine reporting system is relayed through the CGTS. Monitoring of aircraft distress frequencies is also provided. Coast Guard telecommunications also provide a network available for response to national or international emergencies. Refer to bibliography appendix B for authorizing legislation and executive orders.

1. National Communications System (NCS). The NCS is organized as a confederation of federal agencies with their telecommunications assets. The primary mission of the NCS is to ensure that federal telecommunications resources can be operated to effectively satisfy the most critical telecommunications needs of the federal government in any possible emergency situation, ranging from localized natural or man-made disasters to national emergencies, including nuclear attack. The Coast Guard participates in NCS activities as a Department of Transportation (DOT) agency and represents DOT on many of the NCS committees. The CGTS is identified as a NCS asset.

a. SHARES (SHAred RESources). The NCS has developed a federal interagency HF radio capability to support National Security Emergency Preparedness (NSEP) requirements mandated in Executive Order (E.O.) 12472 and National Security Decision Directive 97. This capability called SHARES, is strictly for emergency communications and is implemented on a non-interfering basis when normal communications are not reasonably available.

b. The SHARES radio capability forms a nationwide collection of existing federally controlled HF radio stations that will inter-operate

to handle emergency messages for any federal entity during a crisis or emergency. The HF radio stations supporting the SHARES program have been volunteered and are listed in the SHARES HF Directory.

c. The Coast Guard will participate in the SHARES program. Procedures are outlined in the Shared Resources (SHARES) HF radio Program Users Manual. All Coast Guard COMMSTAs have been listed in the SHARES HF Directory. Other stations may participate if desired.

d. Test of the SHARES system will be conducted by NCS at least annually.

2. National Emergency Coordination Net (NECN). Managed by the Federal Emergency Management Agency (FEMA), the NECN is designed to provide a backup command and control communications system to support a federal response to a national emergency by providing federal emergency response personnel with a common HF frequency exchange information, coordination activities, and request assistance. In the event of an actual emergency, this net will provide links directly into the disaster field office (DFO) and its emergency support functional (ESF) areas.

   a. Defense Information Systems Agency (DISA)/Defense Communications System (DCS). The Defense Information Systems Agency (DISA) exercises operational control and supervision of the Defense Communications System (DCS). The respective military departments operate the component facilities. The DCS comprises the major portion of the individual Army, Navy and Air Force worldwide, long haul, point-to-point telecommunications facilities brought together under a single system responsive to the Department of Defense worldwide communications needs. Some Coast Guard circuits and telecommunications facilities are funded through the Defense Information Technology Contracting Organization (DITCO) of DISA. DISA provides to the Coast Guard, as a "User", certain of the DCS worldwide, long haul government owned and leased, point-to-point circuits terminals and control facilities required to provide communications.

3. Federal Communications Commission (FCC). The FCC furnishes direction finding (DF) services when requested for SAR and harmful interference cases.

   Coast Guard units are authorized and encouraged to cooperate with the FCC at the local level. In accordance with paragraph C.1., the use of

Coast Guard telecommunications services may be extended to the FCC.

4. International Radio Medical Center (CIRM). CIRM was established in 1935 in Rome, Italy to provide via radio, free assistance and medical advice to seamen from all over the world. The Coast Guard provides message relay services for CIRM. Refer to Chapter 10 of this manual for further information.

C. Inter-Agency Policy.

1. Extension of Telecommunications Services to Other Agencies. The use of Coast Guard telecommunications services by other government agencies is encouraged and should be facilitated. Where possible, standardized procedures and arrangements shall be coordinated at the area and district level with appropriate counterparts from these agencies. Where possible, direct landline entry shall be arranged for delivery of traffic to and from other agencies. The requesting agency generally is expected to reimburse the Coast Guard for any additional costs.

2. Navy-Coast Guard Policy.

a. Background. The Secretary of the Navy and the Secretary of Transportation have approved the overall policy governing coordination between the Navy and Coast Guard which states in part:

(1) The Chief of Naval Operations and Commandant U.S. Coast Guard shall provide for an exchange of such information as is necessary for effective planning to insure an organized, staffed, and well equipped Coast Guard when it is required for wartime operation in the Navy.

(2) As may be mutually agreed upon by the Chief of Naval Operations and Commandant U.S. Coast Guard, or other designated representatives, the Navy, during peacetime, will provide personnel services as available and procure and/or issue to the Coast Guard upon request Navy items of stores, supplies, DF services, and equipment of every character. In accordance with specific agreements, such services or issues may be reimbursable or non-reimbursable.

b. Telecommunications Policy.

(1) The basic policy that governs the operations of the Navy and Coast Guard telecommunications organizations, while primarily supporting the respective individual service requirements, shall

be directed toward:

(a) The integration of naval communications, in both peacetime and wartime with the ultimate goal of amalgamating Coast Guard telecommunications with the Navy communications organization when directed by the President.

(b) The improved effectiveness and efficiency of U.S. government communications.

(c) Avoidance of unnecessary duplication of telecommunications facilities.

(d) Standardization of communication methods and procedures.

(2) The facilities and services of the Navy and Coast Guard shall be mutually available for the handling of official messages, destined for addressees served by either service, over telecommunications circuits of either service where facilities are available for such purpose, and, where such action does not impose a fiscal burden or necessitate the acquisition or employment of additional facilities or personnel.

(3) Local area Navy and Coast Guard agreements concluded by local area representatives of the two services and approved by Commandant U.S. Coast Guard and the Chief of Naval Operations or higher authorities shall retain a status of validity until formally voided or superseded. The conclusion of additional local area agreements, subject to approval by the military heads of the two services shall be the specified device for implementation of local area aspects of this policy, where the terms of this policy will not suffice.

(4) Navy and Coast Guard communications security matters shall be governed by the following:

(a) The Chief of Naval Operations through Commander, Naval Computer and Telecommunications Command (COMNAVCOMTELCOM) will furnish to the Coast Guard all cryptographic publications, devices, and ancillary equipment and non-cryptographic publications, distributed through the Communications Security Material System (CMS) in accordance with established allowance tables. The materials themselves will be furnished at no cost to Commandant, U.S. Coast Guard; however, the service of

providing these materials may be reimbursable, or non-reimbursable in accordance with specific agreements.

(b) The Navy will distribute all CMS publications required by the Coast Guard. Coast Guard activities shall, as appropriate, be designated CMS holders and assigned a CMS account number. Coast Guard holders shall be responsible to the Navy for accounting and handling of CMS publications in accordance with current Navy policy as promulgated in CMS-21 and current instructions.

(c) Communications Security (COMSEC) policy within the Coast Guard will be promulgated by Commandant (G-SCT) in consonance with instructions issued by the Director, National Security Agency, Chief of Naval Operations and the Secretary of Transportation. The COMSEC program will be administered by Commander, Telecommunications and Information Systems Command.

(d) For budgetary and overall planning purposes, the Coast Guard will furnish the Navy current information covering requirements for CMS distributed publications to meet peacetime and emergency allowances for Coast Guard holders.

3. Merchant Vessel (U.S. Navy) Communications (MERCOMMS) System.

The MERCOMMS System provides support to the Naval Control of Shipping Organization (NCSORG). The NCSORG is a structure designed to control, route, divert and protect merchant ships during periods of tension and war. MERCOMMS utilizes voice, NBDP-SITOR, DSC, and SATCOM. All Coast Guard COMMSTAs have a major roll to play in the MERCOMMS system. Further information on MERCOMMS can be found in Allied Naval Control of Shipping Manual – Merchant Ship Reporting and Control (MERCO) System (ATP-2 SUPP-1), Radio Navigational Aids (NIMA Pub 117) and Communications Instructions for Ships Controlled by the Military Sealift Command and the U.S. Flag Merchant Fleet (NTP-10).

CHAPTER 2

OPERATIONAL PLANS (OPLANS), OPERATIONAL ORDERS (OPORDS), AND REQUIREMENTS

A. Purpose. The purpose of telecommunications planning is to direct and guide the development of a modern and efficient Coast Guard Telecommunications System (CGTS) capable of meeting current and future requirements. The progressive improvement and development of the CGTS is dependent upon orderly planning and budgeting. The Coast Guard Telecommunications Plan (COMDTINST M2000.4 (Series)) provides further guidance for planning, budgeting and operational requirements.

B. Telecommunications Planning Guidelines.

1. Preparation of Telecommunication Plans. The preparation and promulgation of area and district telecommunications Plans (Annex K to Standard Operating Procedures (SOP)) are the responsibility of the appropriate commander. Annex K is the means by which long-term policy, guidance, procedures, and general information peculiar to each command is distributed to subordinate echelons. The following subject matter, as a minimum, should be included in Annex K:

   - Message delivery responsibility.
   - Telecomm watch requirements and schedules.
   - Marine Information Broadcast (MIB) schedules and special instructions.
   - List of units and call signs.
   - Landline circuit/network arrangements and/or configurations.
   - Casualty restoration procedures.
   - Procedures for requesting additional telecommunications resources and obtaining operational approval.
   - Authorized frequencies.
   - Emergency Preparedness and Contingency Communications

2. Unit Telecommunications Plans. The preparation of locally generated telecommunications plans shall be the responsibility of the individual command. These plans should identify administrative requirements and operational procedures unique to the unit. Material found in other publications should be duplicated only in the interest of continuity or completeness.

3. Preparation of a Communications Annex to Operation Orders (OPORDER). An OPORDER is designed to support a particular, usually short-term operation. The Communications Annex will vary in content, complexity (depending upon the scope of the operation), composition of forces and communications capabilities of the participating units. Instructions for its preparation and promulgation are contained in Naval Operational Planning (NWP 5-01) and Basic Operational Communications Doctrine (NWP 6-01). The numbering of paragraphs to correspond with the subject matter in NWP 6-01 is not necessary except for joint operations or when all Coast Guard participants have access to NWP 6-01.

4. Constraining Factors in Telecommunications Planning: CGTS engineering guidelines for the design of telecommunications facilities is contained in Chapter 7. The following constraints must be taken into account when designing a responsive telecommunications system in accordance to the guidelines listed in Chapter 7:

   a. Merchant ship communications capabilities vary depending on vessel type, country of registration, scope of operations, and intended use.

   b. Large Coast Guard cutters must be able to communicate with comparable naval vessels and naval commanders while maintaining an ability to communicate with merchant ships, fishing vessels, and recreational boats.

   c. The requirement to provide secure communications support for Coast Guard peacetime missions poses unique problems for many smaller units. Naval Computer and Telecommunications System (NCTS) requirements, Communications Security (COMSEC) procedures and physical security criteria are difficult for units with few personnel or no telecommunication specialists (TCs). Many smaller cutters or shore units cannot accommodate secure conferencing and direct secure ship/shore duplex terminations.

   d. Protected communications (see paragraph 4.D.2.h.) provide limited protection for unclassified traffic for a short period of time (e.g., 24 hours) and are not to be used for classified transmissions.

C. Changes to Telecomm Requirements. Extensive engineering planning prior to operational approval and budgetary support can be wasteful of our valuable engineering resources. Initial engineering planning in support of communication projects submitted for approval shall be the minimum necessary to provide realistic cost estimates.

1. Cutter Telecommunications and Electronics Requirements. Enclosure (1) to U.S. Coast Guard C4I Baseline Architecture (COMDTINST M3090.6 (Series)) provides a listing of operational requirements for all Coast Guard cutters.

2. Engineering Approval Process: Submit requests to Commandant (G-OCC) for emerging requirements. The Electronics Manual, (COMDTINST M10550.25 (Series)) shall also be consulted for guidance as to the proper approval authority and type of documentation required.

3. Temporary Emergency Installations and Changes. When the temporary installation of a change of electronics equipment is required in an emergency, and time does not permit requesting operational approval, Area and District Commanders are authorized to make the required temporary installation. However, Commandant (G-SCT) and the appropriate Headquarters (HQ) program manager shall be informed as soon as possible of full details of the installation, change, or removal, if the action does not fall into one of the categories contained in paragraph 2.

4. Frequency Approval. For projects requiring frequency authorization, submit a letter request to Commandant (G-SCT) in accordance with the Radio Frequency Plan, (COMDTINST M2400.1 (Series)).

D. Land Mobile Requirements.

1. Vehicular Transceivers. The Area or District Commander may approve vehicular transceivers for use in government vehicles. VHF-FM maritime mobile equipment should be used for maritime mobile type communications. Activities such as base security, crash trucks, ambulances and public works, do not belong in the maritime mobile band and are not authorized in the maritime band.

2. Portable Radio Transceivers.

   a. The Area and District Commander may approve portable transceivers for use at Coast Guard shore stations.

   b. The following are minimum intrinsically safe standards for Coast Guard portable radio equipment (e.g., cellular phone). Standards may be exceeded if desired for maintenance standardization, etc., but equipment not meeting these standards may not be procured without prior Commandant approval. These standards apply to new procurements, and replacement of equipment solely to meet these standards is not required. Area and District Commanders shall use

discretion in replacing equipment in situations where the operational use dictates meeting or exceeding these standards. All standards refer to Title 46 CFR Sub-Part 111.105:

(1) Portable radio equipment. including cellular phones to be used by all Coast Guard or contracted personnel engaged in Coast Guard functions at a potentially hazardous location, shall be intrinsically safe, or otherwise suitable for operation in atmospheres described as Class I, Division 1, Groups C and D.

(2) Other portable radios, including cellular phones, for use by Coast Guard personnel outside of hazardous locations, need not meet the standards listed above.

CHAPTER 3

TELECOMMUNICATIONS ORGANIZATION

A. Responsibility.

1. Headquarters:

a. Director, Command, Control, Communications, and Computers (C4) (G-SC). Under the general direction and supervision of the Assistant Commandant for Systems, the Director, Office of Command, Control, Communications, and Computers is responsible for developing policy, maintaining managerial oversight, acquiring communications, information, and electronics systems support for an effective C4 network to fulfill Coast Guard management and operational requirements.

b. Chief, Office of Communications Systems (G-SCT). The Chief, Office of Communications Systems serves as program manager for Coast Guard telecommunications as provided in the Coast Guard Organization Manual (COMDTINST 5400.7(Series)). The Director, Command, Control, Communications and Computers (C4) provides general direction and supervision

c. Area: Chief, Command, Control, and Communications Division (At/Pt). As prescribed by COMDTINST M5400.7 (Series), the Chief, Command, Control, and Communications Division, under the general direction of the Area Commander and Chief of Staff, has the responsibility for planning, coordinating and supervising the overall inter-district system control aspects of telecommunications and information systems within the Area.

2. District: Chief, Information Resources Management Staff. As prescribed by COMDTINST M5400.7 (Series), the Chief, Information Resources Management Staff is responsible for the proper planning, organization, operation, supervision and coordination of telecommunications for all activities under the control of the District. The primary or direct duties are to:

a. Maintain the District Commander's Communications Security Material System (CMS), operate a secure telecommunications facility, and provide communications services to the district staff.

b. Develop and issue communication plans in support of mobilization and Maritime Defense Zone operations.

c. Ensure those directives, policies, and requirements that pertain to all components of telecommunications systems security (see Chapter 4) are complied with.

3. Maintenance and Logistics Commands (MLC) (t), Electronic Support Units (ESU). The primary or direct duties of the MLCs and ESUs are to manage the installation, rental and maintenance of circuits ordered by TISCOM, Coast Guard owned landlines and locally leased landlines.

4. Commanding Officer of a Communication Area Master Station (CAMS).

As prescribed in Coast Guard Regulations, (COMDTINST M5000.3 (Series)) the Commanding Officer is responsible for a unit's organization, operation, and supervision. Refer to Chapter 12 CAMS/COMMSTA functions. Area Commanders shall indicate specific CAMS/COMMSTA duties and responsibilities in their respective Annex K.

5. Communications Officer.

a. The Communications Officer is responsible for effective, reliable, secure and rapid telecommunications within the scope and responsibility of the command to which attached.

(1) Duties of the Communications Officer afloat are prescribed in COMDTINST M5000.3 (Series).

(2) The specific duties of the non-afloat Communications Officer shall be the same as those prescribed for afloat Communications Officer; except for functions not performed ashore:

6. Communications Security Material System (CMS) Custodian and Alternates.

a. The designation and responsibilities of the CMS Custodian and Alternates are outlined in CMS-21. The CMS Custodian shall not be assigned collateral duties as defined in COMDTINST M5000.3 (Series) which interfere with the management and security of COMSEC material held at the command.

7. Military Affiliate Radio System (MARS) Officer. A MARS Officer is assigned at each Command/Activity with an established MARS Station. The MARS Officer, as the representative of the Commanding Officer, provides the necessary supervision for the operation and administration of the Command/Activity MARS station.

8. Telecommunications Specialist-In-Charge (TCIC). The TCIC, under the direction and supervision of the Communications Officer, is responsible for the unit's telecommunications operations. Duties include:

   a. Providing guidance and supervision to the Communications Personnel.

   b. Ensuring the cleanliness and preventive maintenance of all telecommunications equipment.

   c. Ensuring that all equipment and supplies are cared for properly, and that appropriate measures are taken for their preservation and economic use.

   d. Preparation, submission, and maintenance of all required telecommunications reports and records. Included as an integral part of this responsibility are:

      (1) Verification and forwarding of abstracts and statements of Coast Guard telecommunications accounts.

      (2) Maintenance of the prescribed message files, and proper disposition of obsolete files.

      (3) In the handling of messages, be responsible for:

         (a) Routing, filing and physical security of all messages handled by the command or unit.
         (b) Ensuring that messages are delivered promptly to the proper persons for action or information.

      (4) Conducting a periodic inspection of all equipment for which responsible and reporting any defects or deficiencies which may impair the operational efficiency of the command.

      (5) Ascertaining that transmitter and receiver equipment has been calibrated and tested as required.

      (6) Assist and support the Communications Officer in the training of communications personnel.

9. Telecommunications Watch Supervisor. The communications watch supervisor under the guidance of the TCIC is responsible for:

a. Ensuring that the command's communications capabilities are functioning effectively to fulfill assigned missions and tasks.

b. Maintaining, understanding, and ensuring compliance with all applicable rules, regulations, procedures and current communication directives.

c. Ensuring current regulations, procedures, policies and communication directives pertaining to telecommunication systems security are strictly adhered too.

d. Ensure all inventories are completed as required.

e. Monitoring the performance of the watch by inspecting spaces, spot-checking logs and closely observing personnel at irregular intervals, sampling performance factors, such as internal message handling times, equipment and system activation or alignment times, and making periodic inquiries to users of remote controlled communication circuits where installed.

f. Directing action to prevent or overcome message backlogs. Keeping apprised of the status of high precedence messages and messages requiring special handling.

g. Keeping apprised of circuit outages or difficulties and their causes.

h. Keeping apprised of the status of communication reports and taking appropriate action to insure timely submission of these reports.

i. Supervising message processing and circuit operation functions as provided in the command's communication organization. The communications watchstander's duty is to ensure all messages, transmitted or received, are handled rapidly, accurately, and in accordance with existing regulations.

j. Managing the overall operation of the command's communications capabilities.

k. Initiating action to restore or bypass equipment failures, which cause circuit outages.

l. Direct supervision of all TCs and technicians assigned to the watch.

m. Notifying the TCIC on all matters for which responsible, of an

unusual or urgent nature, evidence of deviation from prescribed procedures, or other matters, as appropriate.

n. Other duties prescribed by proper authority.

10. Telecommunications Watchstanders. The Telecommunications watchstander is responsible for the day-to-day operation and documentation of communications systems and events; and as directed by the watch supervisor, TCIC, or by the unit's Standard Operating Procedures (SOP).

a. Health and Comfort of Watch Personnel.

(1) Communications demand an alert, well-rested and highly motivated watch. Therefore, adequate provisions must be made to ensure that personnel have the opportunity for adequate rest.

(2) The Communications Officer, under the direction of the Commanding Officer, is to ensure that the radio watchstanding schedule provides sufficient off-duty time between watches.

b. Watchstanding. No watchstander shall leave the watch or be required to leave the watch for any purpose until properly relieved. Arrangements shall be made whereby messages will be delivered to and from the watch position by messenger or interior communication system.

c. Watch Relief. The relieving watch personnel shall determine that all operational equipment is in efficient operating condition and shall obtain a brief resume of all pertinent information concerning distress, status of equipment or other such matters prior to relieving the watch. Before turning over the watch, the watch personnel shall:

(1) Ensure that the relief is ready in every respect to relieve the watch.

(2) Complete all required inventories.

(3) Turn over to the relieving watchstander any special orders and any important information necessary.

(4) Inform the relief of any alteration in the radio organization and of any messages awaiting transmission, answer, action or acknowledgment, as well as the correct guard list.

(5) Ensure that radio logs are correct, up-to-date and complete up to the time of relief and then sign it.

d. Training and Rating Standards. Maintaining training and TC rating standards in accordance with the Enlisted Qualifications Manual (COMDTINST M1414.8 (Series)), other applicable directives, and command policy is as much a responsibility of the individual as it is of one's superiors. Telecommunications personnel should strive to maintain required proficiency at all times. Supervisory personnel are charged with providing the guidance and training that is necessary in maintaining the proficiency and skills required of their personnel.

CHAPTER 4

COMMUNICATIONS SECURITY

A. Communications Security (COMSEC). COMSEC is the protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications. The protection of vital and sensitive information moving over government communications systems is crucial to the effective conduct of the government and specifically to the planning and execution of military operations. Communications Security includes:

1. Cryptographic Security. That security resulting from the provision of technically sound cryptographic systems and their proper use.

2. Physical Security. That part of communications security concerned with the physical measures designed to prevent unauthorized access to classified equipment, material, and documents, and to safeguard them against espionage, sabotage, damage, and theft.

3. Transmission Security (TRANSEC). That security resulting from measures designed to protect transmissions from interception and exploitation (e.g., messenger, approved circuits, and mail).

4. Emissions Security. That security which results from all efforts to deny our enemies interception and analysis of compromising emanations from cryptographic and telecommunications equipment and systems.

5. Technical Surveillance Countermeasures. Those measures taken to deny hostile intelligence collection by clandestine listening and transmitting devices.

B. General. Commander, Telecommunications & Information Systems Command (TISCOM) is responsible for the CG COMSEC program. TISCOM exercises service wide management of CG COMSEC accounts and implements National COMSEC policy promulgated by the National Security Agency (NSA) and Dept of Navy (DON) COMSEC Policy.

C. COMSEC Responsibility.

1. General. All personnel installing, operating, maintaining communications systems, and having access to information generated via these systems, shall comply with applicable COMSEC directives. All personnel are responsible for immediately reporting any irregularities

that may effect communications security in accordance with the CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System Manual (CMS-21).

2. Specific.

   a. TISCOM shall be responsible for updating and promulgating COMSEC policy requirements throughout the Coast Guard. Promulgation of Coast Guard COMSEC policy shall be coordinated with Commandant (G-SCT). TISCOM serves as the COMSEC Immediate-Superior-In-Command (ISIC) for all Coast Guard COMSEC accounts. However, local account holders shall first contact their respective Area or District ISIC on COMSEC issues.

   b. COMLANTAREA (At) and COMPACAREA (Pt) shall implement COMSEC policy directives and coordinate COMSEC material requirements for all area units. This includes an annual submission of area COMSEC requirements to TISCOM. Area Commanders shall coordinate Navy/Coast Guard support requirements with the appropriate Navy Fleet Commander.

   c. District commanders shall direct their units in accordance with Area COMSEC instructions, and address their COMSEC needs to the cognizant Area Commander. Requests for installation of new Coast Guard cryptographic systems or equipment shall be documented and include:

      (1) Operational requirements.

      (2) Type and classification level of information to be protected.

      (3) Description of telecommunications system(s) (e.g., voice, record, data, broadcasts).

      (4) Any equipment size, weight, or power constraints.

      (5) Any COMSEC constraints.

   d. Commanding officers are responsible for maintaining a comprehensive communications security program at their commands. This program shall include personnel training which emphasizes the importance of communication security breaches. Commanding officers shall request COMSEC material allowance modifications necessitated by operational contingencies.

e. Communications officers are responsible to the Commanding Officer for compliance with security directives pertaining to the processing, handling, and distribution of classified messages.

D. COMSEC Monitoring.

1. Purpose. National Telecommunications and Information Security directive number 600 (NTISSD No. 600) is the controlling directive for COMSEC monitoring of government telecommunications systems. The purpose of this section is to outline certain responsibilities of district and area commanders and their respective legal officers in carrying out the requirements of NTISSD No. 600.

2. Definitions. NTISSD No. 600 contains a complete list of applicable definitions. Units should refer to that directive for more information. However, the following definitions may be helpful in understanding the policy and requirements discussed herein.

a. COMSEC. Protective measures taken to deny unauthorized persons information derived from the telecommunications of the U.S. Government related to national security and to ensure the authenticity of such communications.

b. COMSEC Monitoring. The act of listening to, copying, or recording transmissions of one's own official telecommunications to provide material for analysis in order to determine the degree of security being provided to those transmissions.

c. Telecommunications. The transmission, communication, or processing of information, including the preparation of such information therefore, by electrical, electromagnetic, electromechanical, or electro-optical means.

d. Information Systems. The organized collection, processing, transmission, and dissemination of information by interconnected devices that transmit and/or receive communications or process telecommunications in accordance with defined procedures, whether automated or manual. These devices may be electrical, electromagnetic, electromechanical, or electro-optical.

e. Information Systems Security. Protective measures taken to ensure the confidentiality, integrity of information systems, and the sensitive data stored or processed within these systems. Commandant (G-SII) is responsible for the Coast Guard's Information Systems Security Program and provides policy, standards, and guidance to program

managers who ensure adequate levels of security are implemented to each information system and the information or data contained therein.

f. Telephone Security. Discussion of classified information over any telephone system not equipped with security devices approved for transmission of classified matter is prohibited. STU-IIIs with FTS access may be installed at government expense (appropriated funds) in Coast Guard flag officer residences only when the conditions listed in chapter 9.C.4.j are met. These instruments are for official use only and shall be subject to the same monitoring as FTS installations in government facilities. Discussion of sensitive but unclassified (SBU) information will be in accordance with the provisions outlined in paragraph G. of this chapter.

g. Secure Communications. Telecommunications deriving security through use of type 1 products and/or protected distribution systems. A type 1 product is a classified or controlled cryptographic item endorsed by the NSA for security classified and sensitive U.S. Government information, when appropriately keyed.

h. Protected Communications. Telecommunications deriving their protection through use of type 2 products or data encryption standard equipment. A type 2 product is unclassified cryptographic equipment, assembly, or component, endorsed by the NSA, for use in national security systems as defined in Title 40 U.S.C. Section 1452.

3. Policy.

a. Coast Guard users of government telecommunications systems are subject to COMSEC monitoring by agencies authorized by the Coast Guard to conduct COMSEC monitoring of Coast Guard systems for the purposes outlined in NTISSD No. 600. COMSEC monitoring shall be conducted in strict compliance with NTISSD No. 600 and this section.

b. With limited exception, no duly authorized agency may monitor Coast Guard telecommunications for COMSEC purposes without the express written approval of the Commandant or the Commandant's designee. Under the existing Coast Guard organizational structure, area commanders and district commanders are authorized to request and approve COMSEC monitoring within their respective areas of operation. Specifically, section 3.A. of the Coast Guard Organization Manual (COMDTINST 5400.7D), states that Area commanders are responsible for overall mission performance in their respective areas.

Area commanders also have authority to plan, coordinate, and control any mission that, in the Area commander's judgment is better dealt with at the area level. Section 4.A of COMDTINST 5400.7D, further states that district commanders are responsible for carrying out the functions and duties of the Coast Guard within their districts for assuring that these duties are performed efficiently, safely, and economically. Additionally, 33 C.F.R. 1.01-1 specifically delegates final authority to district commanders for the performance of Coast Guard functions within their respective districts. Area commanders, district commanders, or those individuals acting in these capacities must personally request and approve COMSEC monitoring within their areas of operation. This authority may not be re-delegated.

c. Users of these systems must be notified in advance, in accordance with the guidelines below, that their use of these systems constitutes consent to monitoring for COMSEC purposes.

4. Procedures for Legal Certification.

a. Notice of the existence of COMSEC monitoring can be accomplished by any of the following means or any combination thereof so long as the appropriate district or area legal officer considers the means chosen to be legally sufficient to achieve proper notification in terms of content, prominence, and specificity:

(1) Decals placed on the transmitting or receiving devices.

(2) A notice in the daily bulletin, plan of the day, or similar medium.

(3) A specific memorandum to users.

(4) A statement on the cover of the official telephone book or communications directory.

(5) A statement in the standard operating procedures, communications-electronics operating instructions, or similar documents.

b. Certification of the means chosen to achieve proper notification in terms of content, prominence, and specificity is accomplished by a written certification by the appropriate district or area legal officer, as authorized by the Chief Counsel, to the agency duly authorized and approved to conduct COMSEC monitoring of Coast Guard users of Government telecommunications systems. The following format is suggested:

"The (insert appropriate district or area) legal officer, as authorized by the Chief Counsel of the Coast Guard, certifies that the following means (please list) provided legally sufficient and proper notice in terms of content, prominence, and specificity to U.S. Coast Guard users of Government telecommunications systems that their use of such systems constitutes implied consent to communications security (COMSEC) monitoring."

E. Secure Communications Facilities Planning. Physical security guidelines are promulgated in the Physical Security Manual (COMDTINST M5530.1 (Series)) and CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System Manual (CMS-21). TEMPEST policy is contained in Tempest Policy and Tempest Countermeasures for Shore Facilities (COMDTINST S2241.5 (Series)). During the initial secure communications planning stages, TISCOM shall provide the latest requirements information available. The following are the basic guidelines to be used when designing facilities:

1. Classified Processing Facilities Ashore. These facilities shall be designed to the specifications necessary for the highest level of information that may be processed. The following must be considered when planning:

   a. When possible, an enclave for security shall contain the telecommunications, automatic data processing, cryptographic, signal/power, secure conference space, secure office space, and Sensitive Compartmented Information Facility (SCIF). Additionally, the operations, intelligence, and command centers shall be included in this enclave, each with the necessary segregation and entry controls to assure authorized access. When such an enclave is constructed, points of entry shall be equipped with appropriate locks and alarms.

   b. The three dimensional perimeter of the enclave shall be designated a "RESTRICTED AREA" and comply with the construction requirements for fixed COMSEC facilities in accordance with the Physical Security Manual (COMDTINST M5530.1 (Series)) and the CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System Manual (CMS-21). Information Processing equipment within the enclave shall be installed in accordance with Shore Facility Design for Secure Electrical Information Processing Systems Manual (COMDTINST CM2241.1 (Series)).

   c. The telecommunications center shall include within its boundary all cryptographic equipment and the signal/power control room. The

signal/power control room is the interface where all power cables and signal lines that need isolation and filtration for the security enclave penetrate the enclave perimeter.

(1) All incoming telephone cables and wires, which penetrate the secure perimeter must enter through one opening and be placed under control at the interior face of the signal/power room.

(2) All telephone equipment located inside the secure area should be Coast Guard owned if possible. If tariff regulations or other reasons preclude procurement of telephone equipment, contracts with the servicing telephone company shall include the specifications contained in this chapter.

(3) Each line circuit must be equipped with a positive on hook disconnect (e.g., SAN/BAR 4001-201 (old 4001A KTU line circuit or equal.).

(4) Locally generated ring must be used (Naval shore criteria for secure and restricted spaces).

d. A "Visitor Register" shall be maintained to record the arrival and departure of visitors authorized by the Commanding Officer to enter the secure comms facility in accordance with Fleet Communications (NTP-4 (Series)). This log shall be maintained for a minimum of two years.

2. Classified Processing Facilities Afloat. Shipboard Secure Electrical Information Processing Systems (SEIPS) shall be installed in accordance with Shipboard Design, Installation, & Red/Black Engineering Criteria (COMDTINST CM5510.4 (Series)).

F. Communications Security Material System (CMS).

1. The U.S. National Distribution Agency (USNDA) effects the distribution of CMS keying material. USNDA coordinates all Coast Guard distribution for keying material and COMSEC equipment. Custodians shall maintain close contact with USNDA in order to keep up-to-date on publications and changes. CMS-21 contains phone numbers for coordinating distribution with USNDA.

2. A CMS training visit outline is distributed to all CMS accounts on request. Each Area or District COMSEC ISIC shall perform CMS inspections of CMS accounts under their cognizance. Commander, CG TISCOM will conduct inspections of CMS accounts held by

headquarters units.

3. It is preferred that all commands make arrangements for at least one DCMS Advice & Assistance Team (A&A) training visit each year but not to exceed 18 months. The date of the latest inspection and training visit is listed on each Fixed Cycle Inventory.

4. Maintenance of Cryptographic Equipment.

   Commands are responsible for ensuring proper cryptographic maintenance and repair. Repair of Navy owned cryptographic equipment, beyond a unit's capability; will be accomplished in accordance with CMS-5 (Series). Inoperative equipment will be repaired or replaced by the servicing Crypto Repair Facility (CRF). CMS Custodians and EKMS Managers should review CMS-21 for specific procedures. Repair and replacement of Coast Guard owned cryptographic equipment will be coordinated through TISCOM.

G. For Official Use Only (FOUO).

1. FOUO applies to sensitive but unclassified (SBU) information not given a security classification under the criteria of an Executive Order. Unclassified messages containing FOUO information will contain the caveat "FOUO" immediately after "UNCLAS". Coast Guard originated record messages which meet this criteria shall be designated as "For Official Use Only (FOUO)" in accordance with Chapter 7 of the Freedom of Information and Privacy Acts Manual (COMDTINST M5260.3 (Series)). Messages so designated shall be safeguarded from unauthorized disclosure.

2. Telecommunications personnel shall, as a matter of policy, transmit FOUO designated messages by secure or protected means whenever possible. When no secure or protected circuit is available to deliver a FOUO message, delivery by any available telecommunications circuit is authorized. E-mail delivery via the INTERNET is not authorized for FOUO messages. The Coast Guard Data Network (CGDN), Coast Guard Data Network Plus (CGDN+), and the INTRANET are authorized for the transmission of FOUO designated information via e-mail.

H. Encrypt For Transmission Only (E F T O). Certain categories of messages can be identified as having potential value if subject to analysis, but do not meet the criteria for security classification. To identify and afford protection to these messages during electrical transmission, the special designation "Encrypt For Transmission Only" (E F T O) was established. Coast Guard personnel shall be guided by the following procedures when originating

record messages designated E F T O or E F T O FOUO:

1. If the information contained within UNCLAS or UNCLAS FOUO record messages is of such a "sensitive nature" that the originator desires to afford protection during electrical transmission via encrypted circuits only, the E F T O caveat shall be used. The originator is solely accountable/responsible for the assignment and removal of the E F T O caveat.

2. The E F T O caveat prevents any deviation from delivering record messages via other than encrypted means (secure or protected) during electrical transmission.

3. When an E F T O message is not deliverable via encrypted means the originator shall be informed by record message of the non-delivery.

4. E-mail delivery via the INTERNET is not authorized for E F T O messages. Further dissemination by addressees must be made via encrypted means. Recipients of E F T O message traffic are not authorized to readdress or disseminate selected portions e-mail via the INTERNET.

5. Information marked E F T O is authorized for transmission between Coast Guard exchange servers which use RC4 128 bit encryption.

6. Upon notification of non-delivery, the originator of an E F T O or E F T O FOUO message may sanitize the information to allow delivery by non-encrypted means in order to meet urgent operational requirements. In all such cases:

   a. The original record message shall be canceled. The E F T O designation shall be removed from the rewritten sanitized version prior to transmission. The FOUO marking, when used, shall not be removed from the message. NOTE: E F T O is required on FOUO messages addressed to a DOD activity outside CONUS.

   b. The authorization to sanitize shall be on a message-by-message basis.

   c. If delivery must be effected by non-encrypted telecommunication systems, the least vulnerable communications link available shall be used. Extremely sensitive law enforcement information, such as the names of informants or agents, intelligence sources, information concerning controlled deliveries, etc., shall never be sent via non-encrypted telecommunication systems.

7. When operating under Navy Operational Control (OPCON) comply with applicable portions of the Basic Operational Communications Doctrine (NWP 6-01) and the Navy Telecommunications Users Manual (NTP-3). Specific areas of concern are:

   a. All unclassified material dealing with cryptologic matters and other National Security related information must be marked with the E F T O caveat and protected by E F T O procedures during electrical transmission.

   b. The designation E F T O will not be used for messages addressed to U.S. non-DOD activities (government and private), except when previous agreement has been reached.

   c. All DOD agencies and the Coast Guard recognize E F T O procedures. E F T O will not be used for messages addressed to foreign nations, NATO, CENTO, or U.S. non-DOD agencies.

   d. E F T O messages will not be addressed or routed to a non-U.S. addressee.

I. Messages Originated by Other Departments or Agencies of the Federal Government. Unclassified messages with special handling designators originated by other departments or agencies including the Coast Guard, which contain extracts of or are in response to material of this nature, shall be handled as For Official Use Only (FOUO) and transmitted via encrypted methods. Messages originated by the Department of State (DOS) may be marked "SENSITIVE BUT UNCLASSIFIED" (SBU). These documents shall be handled as FOUO with the following exceptions:

   1. Information designated SENSITIVE BUT UNCLASSIFIED (SBU) NOFORN shall not be released to foreign nations or their representatives without DOS consent and shall *never* be transmitted in the clear.

   2. DOS SENSITIVE BUT UNCLASSIFIED (SBU) messages shall never be transmitted in the clear.

J. Classified Messages in Secure Telecommunications Spaces. Messages classified SECRET and below, that are handled, processed, stored or distributed within the command, are not required to be entered into the command's classified material control (CMC) system. As such, this material shall be exempt from the requirements of watch-to-watch accountability and a continuous chain of signed receipts. However, copies of classified messages that are distributed outside the command must be accounted for in accordance with Classified Information Management Program

(COMDTINST M5510.23 (Series)). If these messages are returned to the command's secure telecommunications spaces for storage, they may be removed from the control system.

K. Loss, Compromise, and Unauthorized Disclosure.
Loss, compromise or unauthorized disclosure of classified material shall be handled as set forth in the following references:

1. Cryptographic material and other CMS distributed information in accordance with CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System Manual
(CMS-21).

2. Non-CMS classified material in accordance with COMDTINST M5510.23 (Series).

L. Qualifications of Cryptographic Operators. The Commanding Officer is responsible for the manner in which his personnel perform cryptographic duties. Such persons must first be thoroughly trained and then certified as qualified.

1. All commands with cryptographic capabilities shall establish a training program for prospective cryptographic operators. Cryptographic training may be accomplished either through formal schooling, or "on the job" training.

2. All cryptographic operators, regardless of the specific types of equipment and systems with which they will be working must have the following qualifications:

   a. Appropriate security clearance.

   b. Familiarity with cryptographic procedures.

   c. Thorough knowledge of accounting and handling procedures for all classified material.

   d. Thorough knowledge of special handling and special encryption procedures.

   e. Working knowledge of all applicable publications.

   f. Recognition of cryptographic security violations and practices dangerous to security.

g. Thorough knowledge of security procedures for all designated security areas.

h. Ability to edit classified messages.

3. Prior to assignment to duty as a cryptographic operator, an individual must satisfactorily demonstrate his qualifications through practical and locally written examination. Detailed instructions for a training plan are contained in Basic Operational Communications Doctrine (NWP 6-01).

CHAPTER 5

SPECIAL COMMUNICATION SERVICES

A. Facsimile (FAX).

1. FAX may be used for any level of correspondence between Coast Guard units where timely service is required. However, where available, e-mail systems may provide FAX capability and use within these systems is encouraged. Each command should determine their facsimile requirements as guided by their Area/District. To minimize cost, electronic mail (e-mail) is preferred to facsimile.

2. Record message traffic sent via FAX must be properly released, assigned a date-time group and entered into the telecommunications system (e.g., copy kept on file 30 days). This will ensure proper filing, accountability, and prevent duplication of date-time-groups.

3. Commands requiring secure facsimile shall use the STU-III or secure terminal equipment (STE) as the encryption device. Note: the term "Secure Facsimile" is a combination of both facsimile (IAW Coast Guard TEMPEST policy) and STU-III.

4. Each command must ensure that adequate physical security and classified material control procedures are established to account for and safeguard classified documents that are sent/received via FAX.

B. Automated Mutual-Assistance Vessel Rescue (AMVER) System.

1. General. The purpose of the AMVER system, in operation since 1958, is to provide assistance to vessels beyond the range of normal shore-based assistance by maintaining a computerized plot of vessels' positions and SAR data. More information on AMVER may be found in Management and Operations for the AMVER System (COMDTINST M16122.2 (Series)). Merchant vessels required to report their arrival in U.S. ports at least twenty-four hours in advance in accordance with Title 33 CFR Part 124 will be considered in constructive compliance with that regulation if the required information is included in the voluntary position reports.

2. Radio Relay Instructions. The Area Commander will designate the Coast Guard AMVER guard frequencies and the frequencies on which AMVER messages will be accepted.

3. Relay Instructions. All AMVER messages will be forwarded to the

AMVER Center located at OSC Martinsburg, WV, where position data on reporting vessels is processed. Commander, Atlantic and, Pacific Area shall issue appropriate telecommunications format and relay instructions for AMVER messages.

4. AMVER Message Content. The content and format of the AMVER message is specified in the AMVER Users Manual.

C. Organized Reserve Training. Radio equipment is furnished to Coast Guard Reserve Port Security Units (PSUs) for training and operational use. VHF-FM frequencies have been allocated for this purpose and are listed in the Radio Frequency Plan (COMDTINST M2400.1 (Series)). Coast Guard operational frequencies may be used with concurrence of the District Commander during mobilization drills and operational exercises. Training will be conducted so as not to interfere with regular Coast Guard operational communications.

1. Call Signs. District commanders will assign call signs for each piece of radio equipment in use in accordance with the following plan:

a. Reserve call signs shall consist of the letters, NR, followed by the number of the district and two letters taken from the block AA-ZZ. The call sign shall be attached to the equipment on a laminated card or by some other process.

b. The suffix AA shall be used in forming the collective call to "all reserve stations this district". Example: In the First District the collective call is NR1AA.

2. Documentation. A record of each call sign assigned shall be maintained in the Communications Annex of the District SOP.

D. Coast Guard Auxiliary Communications. Coast Guard Auxiliary communications in support of official Auxiliary and Coast Guard operations are authorized on Coast Guard telecommunications circuits. The District Commander supervises the communication activities of Auxiliary members. Details for operation and administration of Coast Guard Auxiliary Communications are contained in the Auxiliary Operations Policy Manual (COMDTINST 16798.3(Series)).

E. Military Affiliate Radio System (MARS).

1. General. The Navy-Marine Corps Military Affiliate Radio Systems (MARS) is a program conducted by the Department of the Navy in which licensed U.S. amateur radio stations and operators voluntarily

participate and contribute to the mission of providing communications on a local, national or international basis as an adjunct to normal Naval communications. Similarly, there are Army and Air Force MARS systems. Coast Guard personnel are encouraged to participate in the Navy-Marine Corps MARS program by establishing MARS stations ashore and afloat. The MARS system handles morale and quasi-official record and voice communications for the armed forces and authorized U.S. government stations throughout the world. They meet periodically in scheduled networks on military frequencies outside the amateur bands.

2. MARS Ashore. Information on establishing MARS stations ashore is contained in the Navy-Marine Corps Military Affiliate Radio System Communications Instructions (NTP-8).

3. MARS Afloat.

   a. MARS operations afloat are authorized in all operations areas and inport under routine peacetime conditions, unless:

      (1) Operational chain of command objects.

      (2) EMCON is imposed.

      (3) Foreign port host government regulations do not permit MARS operations/or grant necessary frequency use allocations.

   b. A MARS Afloat station is considered a "station under military auspices" and therefore does not require a licensed amateur operator. However, use of personnel with amateur radio experience is highly recommended.

   c. MARS Afloat Operational Approval.

      (1) A ship desiring to operate as a MARS station must apply for MARS membership as follows:

      (a) The Commanding Officer will appoint a Command MARS Officer. The Command MARS Officer will be responsible for supervising the operation and administration of the MARS Station.

      (b) The Commanding Officer will appoint a Command MARS Chief Operator who should be familiar with the radio equipment, and is an amateur radio or MARS operator, if

possible.

(c) Submit a request in the following message format:

ROUTINE DTG
FM (ship)
TO COMLANTAREA COGARD PORTSMOUTH VA//ATT//
DIRNAVMARCORMARS REGION TWO CHARLESTON SC
(or)
COMPACAREA COGARD ALAMEDA CA//PTT//
DIRNAVMARCORMARS REGION FIVE SAN DIEGO CA
INFO (District Commander, if district unit)
CHNAVMARCORMARS WASHINGTON DC
COGARD TISCOM ALEXANDRIA VA//MARS//
COMDT WASHINGTON DC//G-SCT//
BT
UNCLAS //N02090//
SUBJ: MARS AFLOAT OPERATIONS
1. UNODIR INTEND CONDUCT MARS OPERATIONS.
2. (Name of MARS Officer)
A. (Amateur call sign, if applicable)
B. (expiration of license, if applicable)
3. (Name of MARS Chief Operator)
A. (Amateur call sign, if applicable)
B. (expiration of license, if applicable)
BT

(2) Area or district commanders objecting to MARS afloat operations shall inform CHNAVMARCORMARS and DIRNAVMARCORMARS REGION TWO or FIVE as applicable to preclude the licensing and call sign assignment.

(3) If no objection to the request is interposed by the operational chain of command within ten working days, DIRNAVMARCORMARS REGION TWO (or FIVE) will reply with an official message assigning the MARS call sign and will mail station license, a copy of Afloat Specialty Network Operations Guide and other pertinent information.

(4) MARS Security. The MARS system is a non-secure system. MARS approved commands shall promulgate detailed instructions on the control and operations of MARS stations in conjunction with a security education program to prevent inadvertent disclosure of classified information or unauthorized transmissions.

(5) Use of Coast Guard Equipment. Coast Guard radio equipment may be used by the licensee of an amateur radio station located at either a Coast Guard shore activity or afloat unit when such licensee is a member of the armed forces or is a civilian employee directly associated with the activity or command. The operation of Coast Guard equipment shall be at the discretion of the Commanding Officer or Officer-in-Charge, shall not interfere with its use for normal operations or training purposes, and shall be subject to all rules and regulations of the FCC. Special attention should be given to observance of rules regarding maximum power output and operating frequencies in the amateur service.

F. Amateur Radio Stations.

1. General. Amateur radio activities are supported and encouraged at Coast Guard commands. Nothing contained herein, however, shall be construed to imply the amalgamation or association of amateur activities with Coast Guard telecommunications. Amateur operations shall, at all times, remain separate from and independent of any or all Coast Guard telecommunications. Amateur radio is recognized as a means of personal entertainment for recreation and morale.

2. Stations Subject to Federal Communications Commission (FCC) Regulations. Amateur radio stations within Coast Guard activities are subject to FCC regulations as amended.

a. Operating Personnel. Only individuals who possess valid amateur operator licenses may operate amateur radio stations. Members of the Coast Guard should be encouraged to operate amateur radio stations for recreation and training, but should not normally be assigned such activity as a duty. Amateur radio stations within Coast Guard reservations may be operated by any FCC licensed amateur operator, whether or not the individual is associated with the Coast Guard, provided such operation is consistent with the security regulations of the local command. Responsibility for proper operation of the station in such cases will rest with the individual in whose name the license is issued. Log entries will be signed by the operator and countersigned by the licensee.

b. Personal Responsibility. FCC regulations require that the applicants assume absolute responsibility for the control of the station equipment and of the station premises when used in the amateur service, and that the station be used only with a personal aim and without pecuniary interest. The station licensee shall be directly responsible to the FCC,

under the commission's rules, for the proper operation of the station. The licensee shall maintain a log and have a copy of the FCC Rules and Regulations, part 97, available for use. The licensee is legally responsible for all transmissions made by the amateur station. The Commanding Officer or Officer-in-Charge concerned may regulate the hours of operation and institute any other limitations deemed necessary for an amateur station on a Coast Guard activity under their command, and may revoke authority for operations.

c. Security. Amateur radio stations within Coast Guard activities shall not transmit information relative to classified or official documents. Further, no information relative to the use, availability, or arrangement of government equipment, facilities, or forces may be transmitted.

d. Equipment.

(1) Amateur Radio Equipment. Amateur radio equipment may not be located in the same compartment with Coast Guard radio equipment.

(2) Use of Coast Guard Equipment. Coast Guard radio equipment may be used by the licensee of an amateur radio station located at either a Coast Guard shore activity or afloat unit when such licensee is a member of the armed forces or is a civilian employee directly associated with the activity or command. The operation of Coast Guard equipment shall be at the discretion of the Commanding Officer or Officer-in-Charge, shall not interfere with its use for normal operations or training purposes, and shall be subject to all rules and regulations of the FCC. Special attention should be given to observance of rules regarding maximum power output and operating frequencies in the amateur service.

e. Safety Precautions. Due consideration must be given to hazards to personnel and property. Safety precautions shall be in accordance with the Electronics Manual, Administration and Supply (COMDTINST M10550.25 (Series)).

f. Frequencies. Amateur band frequencies will not be used for Coast Guard communication drills, nor for official military traffic except during communication emergencies when other channels are inoperative, and then using only amateur operating procedures and following FCC rules and regulations for the amateur service.

g. Procedures. Amateur radio stations shall be operated in accordance with FCC rules governing the amateur radio service. All operations on amateur band frequencies must be under authorized amateur radio call signs and using amateur radio operating procedures and techniques. Military operating procedures or signals will not be used.

h. Station Licenses. Operation of a licensed amateur radio stations at Coast Guard shore activities may be authorized by the Commanding Officer.

i. Individual Operations. Individual operations are those which the station licenses to an individual and may be located in the individual's quarters or in any other space authorized for that individual's use. This includes a station installed in the individual's privately owned vehicle. The shore unit Commanding Officer may authorize individual operations.

3. Stations Not Subject to FCC Regulations. In areas not subject to FCC regulations, authorization for the installation and operation of amateur radio stations within Coast Guard or U.S. Government Reservations is vested in the controlling military authority subject to such rules as may be prescribed in the area by the cognizant regulatory authority. The appropriate provisions of paragraph F.2 shall be observed.

4. Amateur Radio Operations Afloat. Amateur radio operations afloat will normally be permitted on Coast Guard ships when there is a FCC licensed amateur operator on board. The following conditions apply:

a. Must be able to conduct amateur radio operations on a not-to-interfere basis with regular communications and normal shipboard routine.

b. The equipment used must be of good commercial quality. Use of homemade transmitting equipment is not permitted. However, commercial kit assembled installations are permissible.

c. Installation of equipment shall be in accordance with good engineering practices.

d. Upon completion of the initial installation and with the antenna permanently positioned, the ship's radio direction finder shall be re-calibrated.

5. Limitations. Communications between amateur radio stations licensed by the United States and foreign amateur stations is subject to the limitations of article 41 of the Radio Regulations approved by the

International Telecommunication Union (ITU), Geneva, 1990. Sections 1 and 2 of article 41 from the ITU Radio Regulations are quoted in part as follows:

a. "Radio communications between amateur stations of different countries shall be forbidden if the administration of one of the countries concerned has notified that it objects to such radio communications."

b. "When transmissions between amateur stations of different countries are permitted, they shall be made in plain language and shall be limited to messages of a technical nature relating to tests and to remarks of a personal character for which, by reason of their unimportance, recourse to the public telecommunications service is not justified. It is absolutely forbidden for amateur stations to be used for transmitting international communications on behalf of third parties. The preceding provisions may be modified by special arrangements between the administrations of the countries concerned.

6. "Amateur Operations in Foreign Waters. An amateur operation from cutters in foreign waters is not permitted unless the amateur has obtained written approval or licensing from the host government.

G. Commercial Satellite Service/Mobile Satellite Services.

1. General. Commercial Satellite Communications (COMSATCOM) and Mobile Satellite Service (MSS) provide a high quality, rapid communications link to mobile units with voice or data options. COMSATCOM and MSS supplement real time command and control communications and improve interoperability with commercial vessels complying with the Global Maritime Distress and Safety System (GMDSS). In the next ten years over 41 new commercial satellite constellations and 1033 satellites are planned for launch into Geostationary Earth Orbit (GEO), Medium Earth Orbit (MEO) and Low Earth Orbit (LEO). On November 29, 1998 Iridium was the first LEO constellation enabling any individual the ability to carry a satellite linked telephone about the size of a brick that provides dial tone anywhere in the world. Another example is "Teledesic" http://www.teledesic.com, which will be a global, broadband "Internet-in-the-Sky." Using a constellation of 288+ LEO satellites, Teledesic and its international partners are creating the world's first network to provide affordable, worldwide, "fiber-like" access to telecommunications services such as computer networking, broadband Internet access, high-quality voice and other digital data needs with service targeted to begin in 2004.

2. Equipment. Until recently INMARSAT was the only COMSATCOM equipment that was used for Coast Guard communications. INMARSAT A, B, C and MINI-M terminals are deployed on selected cutters with valid COMSATCOM requirements. Iridium services meet the DoD requirements for MSS and are a component of the Defense Information System Network (DISN). DISN MSS is procured through the Defense Information Systems Agency (DISA). In the future it is anticipated that additional commercial LEO systems will meet the DoD requirements as a MSS. DISA will contract with each qualified service to obtain DoD rates for both acquisition and follow-on service.

3. Procedures. Use of Commercial Satellite Communications Services (COMDTINST 2050.1 (Series)) contains policy on use and cost controls for existing Coast Guard satellite installations. New requests for COMSATCOM or MSS:

   Planned for permanent installation on Coast Guard cutters or aircraft must be operationally approved by Commandant, Office of Command and Control Architecture (G-OCC) and the appropriate Headquarters program manager. Requests shall be in the Operational Needs Statement (ONS) format below and sent to the Office of Command and Control Architecture (G-OCC) with a copy to the Office of Communications Systems (G-SCT).

   Not intended for permanent installation on CG cutters or aircraft can be approved by Area and District Commanders provided that:

   a. Requester will fund all costs for acquisition, usage, and telecommunications billing.

   b. The initiative is confined to the approval authority's AOR.

   c. Approved packages shall be sent information to both the Office of Command and Control Architecture (G-OCC) and the Office of Communications Systems (G-SCT) in the ONS format below.

   d. ONS shall not exceed one page in length.

   OPERATIONAL NEED STATEMENT (ONS) FORMAT

   a. Problem: Clearly define the SATCOM deficiency or communications area to be improved and what will be improved through the use of the system.

   b. Justification: State why the existing communication system,

established to support your organization, is not able to fulfill your requirements. Identify the appropriate capability shortfall from the Objective Architecture and Transitition Plan (COMDTINST 3090, Section 2.5). State the reason for the urgency and the impact of not having the requested system. State whether the system is for evaluation purposes only.

c. System Characteristics: Describe the pertinent system characteristics that are required.

d. Operational Concept: State how the system will be employed. Note if it will replace any current item of equipment. Describe interoperability procedures and operational security measures.

e. Organizational Concept: State who will employ the system and at what organization level.

f. Procurement Objective: State what type of MSS or COMSATCOM system is to be procured. Provide the total quantity, cost, and distribution allocation for all terminals and peripheral equipment.

g. Support Requirments: List the associated items of equipment envisioned and any organizational support requirements. Provide or list any training requirements.

h. Availability: Indicate what method or procurement you intend to pursue to obtain the required equipment. Commandant, Office of Communications Systems (G-SCT), will have information regarding available sources for equipment.

i. Recommendation: Recommend the course of action to resolve problem.

CHAPTER 6

REPORTS AND FILES

A. Purpose.

1. To set forth the requirements and provide guidance for the preparation and submission of various communications reports.

2. To set forth the requirements for maintaining communication records.

B. Submission of Communication Reports.

1. Reports. Communication reports shall be submitted in accordance with COMDTNOTE 5600 as modified by this chapter. The effective edition of CMS-21 should be consulted regarding reports and forms required for CMS distributed publications. The following paragraphs provide detailed instructions for each required report.

2. Preparation.

a. CG-2861 - REPORT OF RADIO INTERFERENCE (RCS-G-SCT-16023).

(1) Report Submission. This report shall be submitted immediately upon experiencing interference. The original shall be sent to Commandant (G-SCT), (FAX #(202)267-4106), with copies to the chain of command. In those cases where interference hampers the operational mission of the unit, prepare a message, action to the appropriate operational commander and information to Commandant (G-SCT), using format listed in Table 1 of this chapter. The unit experiencing the radio interference shall coordinate with their local FCC office to determine the source of the interference.

b. CG-2861A Report of Violation of the Radio Regulations or Communications Instructions (RCS-G-SCT-16114). This report shall be submitted in accordance with Chapter 5 of COMDTINST M2400.1 (Series) for violation of National or International Radio Regulations. For violations by Coast Guard units of procedures and methods contained in the manual, refer to Chapter 9 of this manual for instructions in the use of Communications Improvement Memorandum.

C. Communications Records/Files. There is a fundamental difference between retention requirements of messages originated by a unit (records) and copies of messages that are relayed from one unit to another (copies of records). Units originating messages must retain them as defined in COMDTINST M5212.12 (Paper Work Management Manual). Further disposition of these original messages (records) shall be in accordance with COMDTINST M5212.12 and HQINST M5212.6 (Maintenance Transfer and Destruction of Headquarters Records). Copies of messages, that are relayed from one unit to another, that are filed in the communication files identified below shall be disposed of as identified in the Naval Telecommunications Procedures Publication (NTP-4) series in paragraph 455. Original copies of ALCOAST messages are identified specifically as official Coast Guard records that shall be retained permanently as identified in COMDTINST M5215.6 (Directives System Manual). The following message files shall be maintained by commands and units manned by Telecommunications Specialists (TCs):

1. Telecommunications Center (COMMCEN). A COMMCEN is defined as a space manned by trained TCs who process classified and unclassified record messages.

2. COMMCEN Files. The COMMCEN file will contain a copy (paper or electronic) of every message sent or received. COMMCENs are also authorized to maintain electronic copies for other commands and units whom they service. Small commands or units do not have to maintain a COMMCEN message file. COMMCENS must be able to deliver electronically stored messages to requesting units that they maintain files for in an automated and timely manner. The communications officer or TCIC will ensure that the disposition schedule for specific files identified in paragraph D is complied with.

3. COMMCEN Classified File. The COMMCEN classified file shall contain a (paper or electronic) copy of each classified message. This file shall be physically subdivided to comply with stowage requirements for classified material. Top Secret messages and Special Category messages shall be stored separate from the COMMCEN Classified file. NATO classified messages shall not be filed or intermingled with U.S. Classified messages. If stored in the same facility, a distinct division between NATO and U.S. messages is required.

4. Visual Station File. Contains all messages handled visually and filed in chronological order.

5. General Message File. Contains a copy of all general messages that require retention by the unit. This file is subdivided by title of each general message and filed in serial/year number order. These files are

given the classification of the highest classified message contained therein. To facilitate access and stowage, general message files may be segregated by security classification with appropriate cross-references. More specific information and requirements for general message files are provided in Chapter 9 of this manual.

6. Broadcast/Classified Broadcast Files. These files contain copies of all messages received via the broadcast method. It contains a copy (electronic or paper) of each message transmitted or received by the broadcast method. This file will be stored in accordance with the highest classification of the information contained. Segregated stowage by classification is not required. Classified broadcast messages will be handled in accordance with COMDTINST M5510.23 (Series).

7. CMS Files. Specific guidelines pertaining to the disposition of the CMS files are contained in the effective edition of CMS-1 and CMS-21.

THIS PAGE INTENTIONALLY LEFT BLANK

CG-2861 - REPORT OF RADIO INTERFERENCE (RCS-G-SCT-16023)

1. Preparation. Classify this report as necessary; however, unclassified reports are preferred whenever possible. Fill in spaces as appropriate:

   a. Unit. Enter unit's name.

   b. Location. Indicate the geographical location of the unit, or, in the case of mobile units, the approximate position in latitude and longitude.

   c. Frequency. Enter the assigned frequency and circuit designator (e.g., 5696 kHz, (2K8J3E)) from Radio Frequency Manual (COMDTINST M2400.1 (Series)).

   d. Receiver Type. Enter the receiver type, (e.g., R-2368/URR).

   e. Frequency Standard Used. Enter the method used to measure the interfering signal, (e.g., frequency counter).

   f. Station Communicating With. Enter the name of the station with which the reporting unit is attempting to communicate.

   g. Approximate Location. Enter the geographical location, or in case of mobile units, the approximate position in latitude and longitude, of the station with which the reporting unit is attempting to communicate.

   h. Interference. Check the box which most nearly describes the degree of interference to service that is experienced: For example:

      (1) Annoying. Does not cause interruptions.
      (2) Marginal. Causes intermittent interruption.
      (3) Disruptive. Causes constant interruption.

   i. Call Sign. Enter call sign or other identity of interfering station if known.

   j. Approximate Location. Enter the geographical location of the interfering station, or in the case of mobile units, the approximate area, if this can be determined from the text of the traffic intercepted, direction finding (DF) bearing, etc.

Table 1

CG-2861 - REPORT OF RADIO INTERFERENCE (RCS-G-SCT-16023)

2. Preparation. Classify this report as necessary; however, unclassified reports are preferred whenever possible. Fill in spaces as appropriate:

   a. Unit. Enter unit's name.

   b. Location. Indicate the geographical location of the unit, or, in the case of mobile units, the approximate position in latitude and longitude.

   c. Frequency. Enter the assigned frequency and circuit designator (e.g., 5696 kHz, (2K8J3E)) from Radio Frequency Manual (COMDTINST M2400.1 (Series)).

   d. Receiver Type. Enter the receiver type, (e.g., R-2368/URR).

   e. Frequency Standard Used. Enter the method used to measure the interfering signal, (e.g., frequency counter).

   f. Station Communicating With. Enter the name of the station with which the reporting unit is attempting to communicate.

   g. Approximate Location. Enter the geographical location, or in case of mobile units, the approximate position in latitude and longitude, of the station with which the reporting unit is attempting to communicate.

   h. Interference. Check the box which most nearly describes the degree of interference to service that is experienced: For example:

      (1) Annoying. Does not cause interruptions.
      (2) Marginal. Causes intermittent interruption.
      (3) Disruptive. Causes constant interruption.

   i. Call Sign. Enter call sign or other identity of interfering station if known.

   j. Approximate Location. Enter the geographical location of the interfering station, or in the case of mobile units, the approximate area, if this can be determined from the text of the traffic intercepted, direction finding (DF) bearing, etc.

Table 1

CG-2861 - REPORT OF RADIO INTERFERENCE
(RCS-G-SCT-16023)

k. Frequency. Enter the carrier frequency of the interfering signal, if known. In the case of single sideband transmissions, or other emissions in which the carrier cannot be identified, include whatever frequency information can be gleaned from the signal, including the center of the bandwidth of emission. If the interference is due to a harmonic or spurious signal, describe further under remarks.

l. Bandwidth. Enter the measured bandwidth (in kHz of the interfering signal).

m. Emission. Indicate the type of modulation of the main carrier, and type of transmission.

n. Signal Strength. Indicate the strength of the interfering signals.

o. Period of interference. Indicate the inclusive dates and times (ZULU) of the interference covered by the report.

p. Extent of Interference During Period. Indicate by checking the appropriate box, whether the interfering signal was heard continuously or intermittently. Explain in the remarks if necessary.

q. Station in Communication with Interfering Station. Enter the call sign and the geographical location or in the case of mobile units, the approximate area, if this can be determined from the text of the traffic intercepted, DF bearings, etc.

Table 1 (cont'd.)

FORM/REPORT ORDERING INFORMATION

Form No.	Title	Stock Number (S/N)	Unit of Issue (U/I)	Stock Point (Stock Pnt)
CG 2861	Report of Radio Interference	7530-00-F01-2110	Sheet (SH)	CG ELC
CG-2861A	Report of Violation of Radio Regulations or	7530-00-F01-2120	Sheet (SH)	CG ELC
DD 1435	COMSEC Maintenance Training and Experience Record	0102-LF-014-2702	Pad (PD)	Navy

Table 2

CHAPTER 7

TELECOMMUNICATION FACILITIES

A. General Design Criteria. Telecommunications Centers (COMMCEN) and Command Centers (CMDCEN) are the means through which Operational Commanders coordinate operational efforts and exercise command and control over their forces. A wide variety of communication facilities are required to provide reliable, secure, and rapid communications. A rapid method for COMMCENs and CMDCENs to exchange messages and other information is essential.

1. COMMCENs shall be designed to provide for the most efficient utilization of assigned personnel for circuit/network management, message processing, and distribution within the constraints imposed by security considerations and space availability. Maximum use of flexible cabling, jack fields, and cross connects rather than hard wired installations will facilitate rearranging the center to meet new requirements and implementation of computer technology. Computer deck flooring shall be used in all new or renovated facilities for the same reasons.

2. New COMMCEN facilities designs with a secure on-line communications capability shall be designed as one secure room where both secure and non-secure processing equipment can be located. Design specifications shall be IAW TEMPEST and other applicable information systems security requirements.

3. The message processing functions and traffic flow patterns within the COMMCEN shall be considered in arranging the spaces. Equipment necessary for the smooth operation of COMMCENs should be located within the immediate confines of the COMMCEN. If space limitations make this policy unfeasible, equipment should be located in spaces both adjacent and convenient to the COMMCEN. Consider size and noise when planning the installation of disposal equipment. Information on disposal equipment can be found in the Classified Information Management Program (COMDTINST M5510.23 (Series)).

4. Telecommunications facilities shall be designed to meet OSHA regulations for noise exposure in communication spaces. Refer to the Safety and Environmental Health Manual (COMDTINST M5100.47 (Series)).

B. Area and District Telecommunications Facilities.

Terrestrial networks connect the COMMCEN to the CAMS, Communication Stations (COMMSTA), Groups, and other operational/administrative commands. COMMCENs provide the gateway to commercial and secure military common user networks. Record command and control communication circuits/networks serving the office of the commander shall be located in the COMMCEN.

1. Telecommunication Circuit Requirements. The appropriate commander establishes specific requirements for intra-area and intra-district communication circuits. Data processing and facsimile terminals may be located where most advantageous.

C. Command Centers (CMDCEN).

1. General. CMDCENs serve each area, district and other commands for the coordination of all operational efforts within their areas of responsibility. The CMDCEN watchstanders require direct communication with other Department of Defense (DOD) and/or civilian agencies and the general public.

2. Policy. Specific requirements for communication facilities located in the CMDCEN are established by the Operational Commander. It is the policy of Commandant that all operational telephone circuits shall be terminated in the CMDCEN. The CMDCEN controller shall have secure or non-secure voice communication with On-Scene Commanders. Operational telephone and voice radio circuits shall be continuously monitored by means of electronic recording devices.

D. Transportable Communications Centrals (TCC).

1. General. The Coast Guard has three Transportable Communications Centrals (TCC) with "van" truck-tow vehicles. The TCC provides complete facilities for point-to-point, ground-to-air, ship-to-shore and unit-to-unit secure, protected (DES) or non-secure communications in the HF, VHF (AM and FM) and UHF radio frequency bands. The TCC consists of an air-conditioned equipment shelter/trailer with installed electronic equipment and three portable generators. Complete information is contained in technical manuals for each TCC and instructions published by the respective Area Commander.

2. Operational Guidelines. TCCs are under the operational control of respective area commanders, who are responsible for issuing detailed instructions for their use and a complete list of capabilities. TCCs

provide support on all occasions where temporary communication facilities are required. Examples are SAR operations, flood and hurricane relief, law enforcement incidents, marine regattas, and replacement for disaster disabled communication facilities. Two with tow vehicles are based, maintained and supported at CAMSLANT Chesapeake, VA and one TCC at CAMSPAC Point Reyes, CA.

a. Requests to use a TCC must be made to the area commanders. Area Commanders shall coordinate to ensure that the TCCs are used to the maximum possible extent when required in either Area regardless of where the TCC is home based.

b. Area commanders shall specify the readiness status for the TCCs in their Areas. At least one TCC in each area shall be on a six-hour recall status. The towing vehicle readiness should be the same as the TCC. For both operational and training missions the TCC and towing vehicle should travel together.

c. C-130 aircraft shall deploy the TCC if mission response time or distance dictates. For local deployments, the van vehicle, or a 5-ton truck with an equalizing or load leveler frame hitch or equivalent may tow the TCC. The basic TCC weighs approximately 13,500 Lb.

d. If heavy lift helicopters are available from other services, or commercial services with crews experienced in transporting external sling loads, their use may be considered.

e. When deployed, one TC and one Electronics Technician (ET) from the supporting facility shall accompany the TCC. The ET must be continually available for maintenance support during deployment, but may not be used as an operator.

f. The District in which the TCC is deployed shall provide TCs to operate the TCC. Simplified operating instructions for the TCC, including check-off lists, shall be provided on-board.

g. The District to which the TCC is assigned shall furnish necessary support items not included with the TCC package. Support items include fuel for generators and the tow vehicle.

h. The TCCs shall be stored indoors when not deployed.

3. Funding Support. The impact of expected flight hours in deployment of the TCCs was considered in determining total aircraft resource requirements. The following support funding has been provided:

a. CAMSLANT and CAMSPAC receive funding each year per TCC for routine maintenance and repair of the installed equipment and tow vehicles. In addition, billets have been assigned for maintenance support and training.

b. Each Area commander is provided additional training funds each year to support unique operational costs such as flight crews, TC and ET TAD, vehicle leasing, etc. TAD costs for TCs providing support for operational missions are to be supported by funds from the District. Flight crew, ET and TC TAD costs can be provided from Area funds for operational missions.

c. Area commanders shall initiate requests for replacement and/or additional equipment for the TCCs to Commandant (G-SCT) with a copy to TISCOM, who has maintenance support responsibility.

E. Communication Area Master Stations (CAMS).

1. Mission and Requirements.
It is the goal of the CAMS to provide highly reliable HF and satellite based services to meet the needs of our customers. To that end, a method of measurement is implemented to quantify and measure the effectiveness of these services.

2. Configuration. Specialized duties imposed on some remote stations may require additional equipment; however, installations at CAMS Remote Stations (COMMSTAs) shall be standardized in so far as practicable and should provide the following:

a. Diverse routing to the nearest telecommunications station, and from there by single line to the COMMSTA de-mark. Diverse routing requirements may be satisfied by any one of the following methods:

(1) One aerial and one underground cable separated by at least 12 feet, or

(2) Two underground cables separated by at least 12 feet, or

(3) Two aerial cables separated by at least 25 feet and approaching each terminal at a divergent angle of at least 90 degrees, or

(4) Radio and one cable, or

(5) Two radio links (separate radio equipment and antennas)

separated by at least 25 feet.

b. Where landlines are used for diverse links, the degree of common run at the endpoints should be limited to a common demarcation strip (connection point) or, in the case of radio terminals, a common tower as long as the tower is less than 12 feet from the common demarcation strip.

c. Diverse routing requirements between receiver and transmitter sites are the same as those between the COMMSTA and the next major communication facility as determined by the Area Commander. Standby transmitters are not required at receiver sites where diverse routing is provided. When the Area Commander requires hot standby equipment, duplicate equipment shall be installed with provisions for remote or automatic switchover, and shall include fault/equipment status monitoring.

d. Phone patch capability for use on appropriate circuits.

e. Electronic recording device to monitor selected operational circuits (See Chapter 6 for log-keeping policy).

f. Every effort shall be made to reduce background noise in voice positions.

g. A secure link shall be provided between the CAMS and the Operational Commander to allow secure communication with operational units.

3. The number of operating positions, transmitters, receivers and associated equipment shall be based upon each CAM's operating requirements. Designation of the operational requirements shall be the responsibility of the Area Commanders. Individual watch position manning levels to fulfill these requirements are at the discretion of each CAMS Commanding Officer.

F. Air Stations (AIRSTA).

1. Concept. An AIRSTA is provided access to a communications capability either through the respective AREA COMMSYS or through its own facilities to ensure rapid and reliable communications with its aircraft and other mobile units. Access to communications capability shall be provided to enable each aircraft to operate safely and efficiently to its maximum radius of operation. More specifically:

a. Where geographically and economically practicable, AREA COMMSYS facilities shall be used for medium and long-range HF air/ground support. Local operations, including taxiing, fire/crash truck dispatch, etc. shall be by UHF/VHF-FM (non-maritime mobile band).

b. Record copy and administrative communications capability shall be as determined by the Operational Commander.

2. Telecommunications Requirements.
Telecommunications requirements and equipment shall be sufficient to support the operational and administrative traffic needs of the Operational Commander.

a. Radio Requirements.

(1) HF. Unique HF support requirements requiring new resources shall be determined by the Area and District Commanders and approved by Commandant (G-SCT). AIRSTAs will normally receive medium and long range HF air/ground support from the AREA COMMSYS.

(2) UHF/VHF-FM (Non-Maritime Mobile). It is intended that local air-ground communications between aircraft and Air Stations will be maintained on VHF-FM (non-maritime mobile) or UHF. Capability for local operations, fire or crash truck dispatch, etc. shall be in the short-range non-maritime mobile band. Equipment mix may include base station for CMDCEN, vehicle radios and portables if necessary.

Note that separate frequency assignments may be necessary for vehicles and aircraft operations. Any local frequency agreements with other agencies must be documented to Commandant (G-SCT) for registration with the Interdepartment Radio Advisory Committee (IRAC). Refer to COMDTINST M2400.1 (Series).

(3) Requests for the installation of Maritime Mobile VHF-FM equipment or authorizations for maritime mobile frequencies at Air Stations to support air-ground communications will not normally be approved.

G. Group Offices/Activities. Each Group Commander shall have a COMMCEN to serve as the focal point of all communications activities within the Group.

1. Group Telecommunications System (GRU COMMSYS). The following guidelines should be followed in the development of GRU COMMSYS:

   a. Guard requirements. Continuous guards of the distress frequencies 2182 kHz and/or VHF-FM Channel 16, and Digital Selective Calling (DSC) guard frequencies (specifics on DSC guard frequencies are found in Chapter 11 of this manual) are required, as discussed later in this manual. VHF-FM working frequencies should be guarded when units are underway to minimize calling on Channel 16.

   b. Primary Communications. Communications with shore units shall be by landline record or voice services.

   c. Design Criteria. A GRU COMMSYS design consists of remote and local transceivers and receivers necessary to provide complete coastal and waterway coverage on radiotelephone communications distress and working frequencies to meet the criteria of Chapter 13 of this manual. Access to GRU COMMCENs shall be controlled to preclude unnecessary disruption of functions requiring the attentiveness of the operator and to protect the security of communications and materials in accordance with COMDTINST M5510.23 (Series).

2. Watch Standing. The maintenance of a proper distress radio watch is the foundation of the Coast Guard SAR mission. TCs assigned to groups and trained personnel at key SAR stations perform this function and allow the command to satisfy its mission requirement.

   a. The primary duty of Group communication watchstanders is to guard communication distress and working channels. SAR stations may be provided access to the National VHF-FM Distress System or the Coastal MF-Voice Distress System as a backup to the Group in case of landline, equipment failure, or overloading of distress channels. This access shall provide local command and control radio capability. SAR stations shall only guard distress channels in situations where the Group cannot adequately satisfy mission requirements (e.g., bad communications in a particular area, equipment failure).

   b. Secondary duties of Group communications watchstanders include the processing of record message traffic and giving Marine Information Broadcasts.

   c. Watchstanders shall not be tasked with administrative telephone watches, office duties (such as administering leave and TAD departures and returns), receptionist duties, etc.

H. Shore Stations with Search and Rescue (SAR) Responsibility.

Shore stations with SAR responsibility not specifically listed in this chapter will normally have the following minimum capability:

1. A dedicated local command and control VHF-FM transceiver. Though the Group has primary distress guard responsibility, a SAR station may have a guard receiver capability to serve as a back up to the Group in cases of failure of the Group's remote systems or heavy traffic loading.

2. Access to the Group's National VHF-FM and/or Coastal MF/voice Distress System, if required.

3. Record communications link with the Group.

4. Portable and vehicular capability as determined by the District Commander.

5. Commercial telephone service. Federal Telephone Service (FTS) should be provided.

6. Where groups and stations are co-located, Group TCs normally serve the watchstanding function for the station.

I. LORAN Stations.

1. System Objective. The system objective for LORAN-C transmitting and monitor stations shall be a continuous communication capability with the stations of the chain in which the transmitting or monitor station operates. Each LORAN-C transmitting or monitoring station requires rapid communications with its superior in the administrative chain of command and with its operational control commander.

2. LORAN-C Chain Operation Notices. In order to allow for the rapid dissemination of LORAN-C chain operation notices to the general public, the Coordinator of Chain Operations (COCO) is authorized to use collect command telegram services if requested by the user.

J. Marine Safety Office (MSO)/Activities. A VHF-FM voice radio system or cellular telephone may be the primary communications method for each area in which operational units are assigned to the MSO. Each MSO shall be provided with telephone and CGDN/CGDN+ access.

1. Basic Policy. The following basic policies shall be adhered to when planning MSO/Activities communications.

a. Where a MSO/Activities is co-located with another Coast Guard unit (Group, etc.) duplication of communication facilities shall be minimized.

b. Commanding Officers of MSOs/Activities shall be provided with the capability for direct communications with their operating units.

c. Short-range radio communications for MSOs/Activities shall be provided by line-of-sight techniques to the maximum extent practicable.

d. The MDZ Commander shall determine additional communication capabilities for Maritime Defense Zone (MDZ) missions.

2. Specific Guidelines.

a. Command and Control Communications. Command and control communications for MSOs/Activities (where practicable) shall be part of the existing GRU COMMSYS. Requirements may include:

(1) On Demand. The MSO/Activities should be capable of establishing rapid communications with its field personnel and units (vehicles, boats, etc.) utilizing mobile, portable, and/or vessel equipment. This includes personnel deployed on non-Coast Guard platforms, and Coast Guard equipment loaned to contractor personnel. The systems required to meet these needs may include the following (all of which may be Coast Guard or commercially provided):

(a) Two-way radio systems including portable vehicle, and/or special equipment (Note: Portable equipment must be intrinsically safe).

(b) Paging systems.

(c) Portable or mobile telephone service.

(d) Normal landline telephone service.

(e) Portable facsimile equipment for use over radio or telephone circuits.

(2) Upon Request. MSO/Activities communication facilities should have the capability to communicate directly with the maritime

public throughout their zone. This requirement is based on their need to speak with Coast Guard and private vessels during hazardous materials spills, a natural or man-made disaster, dispersal of merchant vessels in time of national emergency, etc. This need may be met by one or more of the following (all of which may be Coast Guard or commercially provided):

(a) Maritime mobile VHF-FM or MF/HF capability.

(b) UHF or VHF land mobile equipment with interface capability to VHF-FM Maritime Mobile via Coast Guard phone patch, maritime operator, etc.

(3) Commercial telephone capability to Coast Guard phone patch or marine operator.

b. Record Communications. Record communications may include:

(1) Coast Guard data network access.

(2) A secure capability for transmission and receipt of classified message traffic (30 minutes driving time under normal conditions to a serving secure terminal is acceptable).

(3) Facsimile capability for transmission of official MSO/Activities notices and other pertinent written documents between MSOs and other users, as required.

(4) Easylink/TELEX.

(5) Link to computer data base, time-share service, etc.

c. Channel 13 (156.65 MHz) Monitoring. MSOs should, when practicable, monitor and record bridge-to-bridge radiotelephone conversations on Channel 13.

d. VHF-FM Frequency Usage. MSO VHF-FM frequency usage shall be in accordance with COMDTINST M2400.1 (Series). However, appropriate local operating instructions should be promulgated to place special emphasis on the following:

(1) Channel 81 (157.075 MHz) shall not be used for communications between non-government cleanup activities to support their own operations. Use by non-government stations is limited to mobile stations, operated by supervisory personnel in charge of removal operations, for communications with the Coast Guard and shall be on Coast Guard owned equipment.

(2) MSOs shall normally guard and establish communications on the working channel designated for the MSO. Use of Channel 16 (156.8 MHz) by land mobile resources is not authorized.

K. Emergency Power.

1. General. Although normal redundancy in Coast Guard Communications exists through its capacity for redistribution, emergency power and/or an Uninterruptable Power Supply (UPS) shall be provided to operate mission essential equipment (CGDN+ servers, hubs, routers) in the event of commercial power failures at all units ashore which have a direct responsibility for continuous service. Emergency power requirements for remote VHF-FM sites should be considered in accordance with the Civil Engineering Manual (COMDTINST M11000.11 (Series)).

2. The Operational Commander will evaluate requests for additional mission essential equipment to be provided with emergency power.

3. Requirements and Specifications.

a. Generator capacity shall be adequate to permit operation of essential communications related equipment and must be capable of operating for a minimum of seventy-two consecutive hours without refueling.

b. The emergency power supply at all COMMCENs, CAMS, COMMSTAs, Area, District, Groups, Activity and AIRSTAs COMMCENs must be capable of automatic operation within 60 seconds after failure of commercial power and must be sufficient to provide full operation of all necessary communication equipment and lighting in the operations COMMCEN. Further, the emergency power supply must be sufficient to provide simultaneous operation of equipment as determined by the Operational Commander.

c. Equipment that is sensitive to power fluctuations or which has volatile memory which holds essential information required to permit continuous operation or rapid restoration, shall be protected with an appropriately load-rated uninterruptable power supply (UPS). The UPS shall provide power for 30 minutes.

d. All communication emergency power supplies shall be tested under load conditions of normal "must" equipment plus essential circuits (e.g., lights, electronic locks) for at least 2 hours every 2 weeks. A record of such tests shall be maintained in a suitable logbook and kept near the emergency power supply.

e. Additional information concerning selection, operation and maintenance of engine-generator sets is contained in Civil Engineering Manual (COMDTINST M11000.11 (Series)).

CHAPTER 8

TELECOMMUNICATIONS AND NETWORK SERVICES

A. Definition. The Coast Guard telecommunications system consists of owned and leased circuits, channels, services and equipment that provide data, voice, and video networks.

B. Delegation of Authority.

1. Commander, CG TISCOM will administer oversight of the following types of Coast Guard wide services and contract (enterprise) vehicles:

   a. Federal Technology Services 2001 (FTS2001); (formally Federal Telecommunications System 2000), including GSA "niche" telecommunication contracts such as, International Direct Distance Dialing (ID3), Federal Wireless Telecommunications Services (FWTS), Electronic Commerce, INTERNET Access, and e-mail (CINEMA), etc...

   b. Packet Networks (e.g., CGDN, CGDN+).

   c. All firewalls, gateways, and Domain Name Servers to the Internet.

   d. All inter-Area circuits.

   e. All Defense Information Systems Agency (DISA), Joint Staff, Department of Defense (DOD), or other department or agency controlled services (e.g., Defense Switch Network (DSN), Secret Internet Protocol Router Network (SIPRNET), Non-Classified Internet Protocol Router Network (NIPRNET) etc.

   f. Any inter-agency service provided to Coast Guard units (e.g., National Weather Service (NWS), CONUS Meteorological Data System (COMEDS), etc.).

   g. Special purpose networks (organization-wide).

   h. Video Teleconferencing (VTC) services.

2. Commander, Maintenance & Logistics Command Atlantic and Pacific (MLCLANT/MLCPAC) shall control and administer the telecommunications line and terminal facilities/services for all units within their geographic area of responsibility and provide requisite technical assistance to headquarters units. This includes the following

services and circuits:

a. Local, intra-area telecommunications services (including wireless) for all units within their area of responsibility.

b. Procurement of telephone service contracts for Customer Provided Equipment (CPE).

c. All intra-Area dedicated circuits.

3. Commanding Officers of headquarters units shall control and administer telecommunication facilities at their unit. Commanders MLCLANT and MLCPAC shall provide requisite technical assistance. MLC assistance to HQ Units will vary based on their ability to provide self-help. HQ Units with permanent telecomm support staff will require less support. Specific support agreements shall be coordinated between the HQ Unit and their servicing MLC/ESU.

C. Telephone Communications Requirements. Telephone communications requirements may include:

1. Commercial telephone service via leased or owned switching equipment.

2. FTS access. Dedicated lines or Centrex access provided by GSA or Coast Guard are preferred. If physical access is not available, FTS Calling cards should be utilized.

3. Continuous recorded monitor of critical telephone and/or radio circuits, as required, to document verbal agreements, pertinent information exchanges, permanent records that may be significant evidence in criminal or civil liability assessments and reconstruction of events during emergency response activities.

4. Circuits as necessary for rapid coordination with other local operating units and/or agencies.

5. Telephone answering devices to automatically disseminate or receive information in a "hands off" mode.

D. Policy.

1. Federal Technology Services (FTS). Basic FTS service includes inter-lata switched voice service for official government long distance service. Enhanced FTS services available include, but are not limited to:

a. Enhanced Switched Voice (e.g., Federal Calling Cards, 1-800 Service [also known as Inward Station Access], and Audio Teleconferencing).

(1) FTS Prepaid Calling Cards must be ordered utilizing the government IMPAC card.

(2) Use of FTS Prepaid Calling Cards with AirPhones (commercial airlines) and RailPhones (commercial trains) is strictly prohibited.

b. Switched Data Services (e.g., ISDN, Switched 56kb).

c. Packet Switched Services (e.g., FTS X.25, Frame Relay, Dedicated Access, or Dial-up Access).

d. FTS2001 Electronic Mail.

e. Video Transmission Service (Wide Band Video Transmission Service [full motion], Switched Video).

f. Government Emergency Telecommunications Service (GETS).

2. Data Networks. All Coast Guard wide area network (WAN) and local area network (LAN) data transmission requirements should be satisfied by the most cost-effective method. Data networks provide WAN-to-WAN, LAN-to-LAN, server-to-server, server-to-client, peer-to-peer, or terminal-to-terminal data communications. All internal Coast Guard requirements for data transmissions shall be transmitted via a data network. Networks currently available for data transmissions are:

Name	Definition	Purpose
CGDN	CG Data Network	Used to meet CG external and internal unclassified messaging requirements.
CGDN+	CG Data Network Plus	Unclassified WAN (TCP/IP) replacing the CGDN unclas WAN. Supports SWIII and DMS.
SDN	Secure Data Network	Classified dial-up (STUIII/Secure Terminal Equipment (STE)) messaging system.

AUTODIN	Automatic Digital Network	Secure automatic switched network providing worldwide record communications to DOD & federal agencies. This network is being replaced by DMS.
SIPRNET	Secret Internet Protocol Router Network	Secret high, link encrypted, INTERNET Protocol Network used for data exchange.
NIPRNET	Non-Classified Internet Protocol Router Network	Unclassified INTERNET Protocol Router Network used for data exchange.
JWICS	Joint Worldwide Intelligence Communications System	TS/SCI high link encrypted INTERNET Protocol Network. Provides data or video (e.g., VTC) support.

Other operationally specific point-to-point "networks" may exist to meet the Coast Guard's requirement to serve the public interest or satisfy treaty requirements. Examples of these "networks" may be the National Distress System (NDS), DSC, Long-Range Aid to Navigation (LORAN) and Differential Global Positioning System (DGPS). Any interface to the public Internet from a Coast Guard unit must be made via established Internet gateways on the CGDN+.

a. The Coast Guard Data Networks (CGDN/CGDN+) support Coast Guard users worldwide. Connection with the network provides immediate access to any location served. CG TISCOM contracts nationally for Coast Guard data network services. Coast Guard (CG) TISCOM provides operational and technical support for these networks.

b. User Cost Allocation. Methods and measures for allocating data network costs to particular user communities are under development and will be promulgated under a separate COMDTINST when they become available. User communities and program mangers should factor costs of data transport into their life cycle cost models when developing ANY application that extends outside of the CG LAN infrastructure.

c. Requests for any Defense Communication Service provided by DISA, Joint Staff, DOD, or other department or agency controlled services, or service changes, shall be submitted to CG TISCOM.

d. Area, MLC and district commanders, unit commanding officers, directorates, and special staff divisions at Headquarters shall submit requests for enterprise data network services to CG TISCOM via their chain of command. All requests shall be made via official CG letter or record message. The use of CG e-mail is not sufficient to satisfy contractual and fiscal commitments. All requests shall include:

(1) Type of access desired (public dial, private dial, dedicated access).

(2) Desired installation date (allow at least 120 days).

(3) Type of terminal and protocol.

(4) Location (mailing and street address, building, and room number).

(5) Contact person (include telephone number, facsimile number, and electronic mail address).

(6) Funding for moves and changes to the network.

3. Video Teleconferences (VTCs). All VTC implementation and usage within the Coast Guard is tracked by TISCOM (OPS) due to the potential impacts both in terms of per-minute charges on FTS provided lines, and/or bandwidth requirements on data networks.

a. Switched VTC service (ISDN-based): Unit commanders may order, install and operate VTC systems using ISDN switched data service at their own discretion provided those systems meet FIPS Pub 178 standards of interoperability. Unit commanders should order FTS ISDN service through their regional FTS Designated Agency Representative who will coordinate service initiation with TISCOM (OPS). Units should expect to be billed for usage of these switched services.

b. Packet-based VTC: Any unit or program wishing to use CGDN+ or other Coast Guard data networks to transport video must submit a written request to Commandant (G-SCT). Requests should include the estimated number of users, required bandwidth, frequency of use and locations of anticipated participants. Commandant (G-SCT) will

provide written approval/disapproval of the request.

4. Voice Systems.

   a. Long distance telephone networks shall not be used for data transmissions (except for approved networks such as Secure Data Network (SDN), Secure Facsimile, Uncovered Facsimile, etc.). Use of FTS Calling Cards for data transmissions is prohibited. Requests for waivers from this policy shall be submitted in writing with supporting rationale to Commandant (G-SCT).

   b. Requests for voice Defense Communication Services, such as DSN, from DISA, Joint Staff, DOD, or other department or agency service, or service changes, shall be submitted to CG TISCOM.

   c. Designated Agency Representatives (DAR) or telecommunications managers will issue Federal Calling Cards to a designated unit FTS Calling Card Manager in accordance with USCG FTS2000 DELEGATED AGENCY REPRESENTATIVE GUIDELINES, dated 01 October 1996, Area, MLC, or District instructions. Calling cards with distinct direct unit billing accounts are to be provided by unit calling card managers for users who need international dialing capability in the performance of their official duties. Calling cards will not be issued to non-Coast Guard employees. For a list of auxiliarists who are authorized issuance of domestic FTS calling cards refer to Table 1 of this chapter.

   d. Defense Switched Network (DSN) (old AUTOVON) services are not authorized for Coast Guard Auxiliarists.

   e. Toll-free telephone service (800/888/877) that allows the public to make a long distance call at government expense must be approved by Coast Guard TISCOM (OPS) or higher authority.

   f. The Government Emergency Telecommunications Service (GETS) is intended to provide priority telephone service, allowing units to complete emergency calls when telephone circuits are overloaded. GETS does not provide access where no telephone infrastructure exists, and only works for phone line access. Calls made with the GETS card are at no cost to the unit. However, as the card is contingent for emergency situations (e.g., natural disasters, marine safety incidents, and law enforcement operations), you should always try to complete communications by normal means, then use the GETS card if circuits are busy. TISCOM (OPS-3) is managing all administrative functions for this service.

g. Government funded local telephone or FTS2001 service may be provided to Non-Appropriated Fund Activity (NAFA) facilities. Use is restricted to NAFA Officers in performance of their assigned military duties only. Use for routine NAFA business is prohibited.

h. Pay telephone service shall be contracted between:

(1) The Coast Guard and the telephone company with commissions deposited in the general fund of the Treasury as miscellaneous receipts, or;

(2) NAFA facilities and the telephone company with commissions retained by the NAFA facility. Refer to Accounting Manual, (COMDTINST M7300.6 (Series)).

i. Government funded local telephone or FTS2001 services are not authorized for Coast Guard Credit Unions.

j. Local telephone or FTS2001 services paid for with appropriated funds are not authorized to be installed in residences (NOTE: Government owned/leased flag quarters are exempt from this requirement). Appropriated funds may be used to install, repair, and maintain telephone circuits and wiring in Coast Guard flag officer residences owned or leased by the United States Government and, if necessary, for national defense purposes. This exception is for the support of secure telephone services (STU-III) in support of the Maritime Defense Zone mission and National Security. Commandant must approve this service with concurrence from the Office of the Secretary of Transportation.

5. Pagers. The Area or District Commander may operationally approve paging equipment for Coast Guard personnel. Paging service should be leased. Costs for the leasing of paging equipment and service shall be borne by the unit using them.

6. Cellular Telephones.

a. Requirements for cellular telephones vary throughout the Coast Guard. Cellular telephones may be used to augment existing Coast Guard telecommunications systems to satisfy the communications requirement. Equipment procurement and on-air costs can be excessive should this medium be abused. Close monitoring of cellular telephone usage is encouraged to minimize cost. Cellular phones are not to be used when commercial phone service is

available.

b. Cellular telephones provide no more security than do clea radios. Cellular telephones are monitored just as easily as operator phone-patches or non-secure phone patches. Onl encryption device is employed does the system provide communications security.

c. The Area or District Commander may operationally appr phone equipment. Approved requests for cellular secure t units (STUIIIs) shall be forwarded to TISCOM.

d. Cellular phone costs shall to be borne by the unit incurrin

7. Point-to-Point Wireless Transmissions. Wireless transmissi (e.g., microwave or satellite) will be coordinated and funded unit and their regional telecommunications managers. TISC provide support in identifying advantageous service-wide us implement this new technology. Wireless service may be us telephone lines as follows:

a. During telephone circuit failures.

b. When telephone service to isolated locations are not avail practical.

c. For short, limited-range point-to-point wireless links con telecommunication channels.

d. Where wireless service would provide superior service a as opposed to terrestrial based solutions.

e. When the operating environment dictates use of wireless s best facilitate mission success.

8. Directory Listing. In order to minimize delay in reporting dist adequate directory listings with correct telephone numbers sh arranged with local telephone companies. Directories should Coast Guard Rescue Coordination Centers and rescue faciliti particular locality. Whenever possible, emergency numbers sh listed under "Emergency Calls" in the front section of the dire also under the "U.S. Government" heading within the body of directory. For standardization, the listing of CMDCEN numb be under the heading "Coast Guard Search and Rescue Emer

9. The Emergency Telephone Number 911. The emergency telephone number 911 has been designated nationally for public use in reporting emergencies and requesting emergency services. The responsibility for establishing a 911 program resides with local government. Coast Guard participation in 911 is encouraged where the local program can effectively satisfy communications requirements with the public. Each District Commander, after evaluation of a local program, must determine its own level of participation. Funding requirements shall be identified at the district level. For cellular telephone users, the approved dialing sequence shall be *CG in accordance with Chapter 10 of this instruction.

10. Caller ID. Caller ID services shall be provided to the greatest extent possible to all operational Coast Guard units as a deterrent to fraudulent distress calls. Switchboards and services ordered for these units shall be capable of providing Caller ID and Automated Number Identification services as standard features.

E. Procurement.

1. MLC Commanders shall contract for dedicated circuits through DITCO (Defense Information Technology Contracting Organization) as per DISA Circular 310-130-1. Requests or modifications for DISN, DOD or other department or agency services shall be submitted to CG TISCOM as feeder Requests for Service (RFSs).

2. GSA must approve administrative services in accordance with applicable federal regulations. DISN circuits and services are operational, not administrative, in nature.

F. Telephone and Circuit Management.

1. Intra-Area Circuit. Commander MLCLANT and MLCPAC shall maintain records of all intra-Area-dedicated circuits. These records shall include, at a minimum, the following:

a. Circuit number.

b. Carrier identification. If Coast Guard owned, so indicate.

c. Termination points. Identify facility and geographical location of each user of the circuit (e.g., CGSTA Moriches, Long Island, NY).

d. Termination equipment. List all terminal equipment used on the circuit, indicating leased or Coast Guard owned.

e. Program supported.

f. Use. Identify the use or function of the circuit (e.g., control remote radios, teletype line, FAX line, voice hotline, etc).

g. Cost. Monthly recurring cost of the circuit.

2. Local Telephone Management Programs. Local programs shall ensure:

a. Personnel are aware of the proper and effective use of telephone services.

b. Personnel responsible for procuring and managing telephone service are familiar with and comply with applicable Federal Regulations (FPMR and FAR).

c. An annual inventory of all installed telephone station equipment and features be conducted and used to certify the accuracy of the statements of charges. All unneeded equipment and features shall be removed. A station line denial rate of 5 calls in 100 (P05, except FTS contract provides P07 blockage) during the normal busy hour is the acceptable standard grade of service.

d. Where practical, consolidated or common user systems shall be used to provide service to multiple Coast Guard units.

3. Coast Guard Telecommunications Certification Offices (TCOs). Designated Coast Guard TCOs shall comply with all DISA/DITCO policies and procedures for requesting telecommunication services or facilities. All action by MLCLANT or MLCPAC will have TISCOM as an info addressee. A TCO code designates a command that is responsible for certifying and funding a circuit requirement. The TCO codes are used as the first two characters of all order numbers issued to DISA/DECCO. The following codes apply:

a. COMMANDER, CG TISCOM CC

b. COMMANDER, MLCLANT CL

c. COMMANDER, MLCPAC CX

4. Program Designator Codes (PDC). These are six character codes used by DISA/DITCO for billing purposes. They shall be included on all orders for new services and any request for a change in service.

a. The first four characters of the PDC are derived from the following list:

(1) COMMANDER, CG TISCOM W2GA W2GQ W2GR

(2) COMMANDER, MLCLANT W2GB W2GC W2GD W2GE W2GF W2GG W2GH W2GS

(3) COMMANDER, MLCPAC W2GJ W2GK W2GL W2GM W2GN

b. The fifth character of the PDC is derived from the list below. This character shall be assigned by the cognizant TCO to identify the program that the circuit supports. Use character (Q), communications services, for multi-use circuits.

Character	Program
A	Search and Rescue
B	Short Range Aids to Navigation
C	Radio Navigation Aids
D	Commercial Vessel Safety
E	Port Safety and Security
F	Marine Environmental Protection
G	Polar Ice Operations
H	Domestic Ice Operations
I	Marine Science Activities
J	Reserve Forces
K	Military Operation/Preparedness
L	Personnel (including training)
M	Engineering
N	Financial Management, Personnel Supply
O	Research, Development, Test, and Evaluation
P	Law Enforcement, Intelligence and Security
Q	Communications Services
R	Bridge Administration
S	Recreational Boating Safety
T	Medical Support
U	Legal Support
V	Safety and Health
W	Civil Rights

c. The sixth PDC character is derived from the list below to indicate the

circuit type and purpose.

Character	Circuit Usage and Type
A	Frame Relay
B	Asynchronous Transfer Mode (ATM)
C	DISA / SIPRNET
D	DISA / NIPRNET
E	VHF-FM Guard 156.8 MHz
F	VHF-FM Select
G	MF-AM Guard 2182 kHz
H	MF-AM Select
I	TBD
J	TBD
K	Equipment Lease (FAA-ADTN Contract): TISCOM ONLY
L	Other ADTN services not related to CG Networks: TISCOM ONLY
M	TBD
N	TBD
O	TBD
P	TBD
Q	Equipment Purchases (Modem/Cables/VTC Equipment)
R	TBD
S	TBD
T	TBD
U	Data Circuit, 9,600 BPS
V	Data Circuit, 19,200 BPS
W	Data Circuit, 56,000 BPS
X	Data Circuit, 1.544 MBPS
Y	FX Trunk
Z	Tie Lines (PBX to PBX)
1	Voice (Other)
2	Data (Other)
3	TBD
4	TBD
5	TBD
6	INMARSAT-A
7	INMARSAT-C
8	INMARSAT-M
9	INMARAT-B

5. National Communication System (NCS). All commands designated

TCO authority shall maintain the NCS database for circuits under their cognizance in accordance with NCS Bulletin 55-2.

G. Personal Use of Government Telephone Systems. Federal Acquisition Regulations set information and telecommunication systems policy for the government. Current policies give agencies the authority to prescribe situations when personal use of government telephone networks is permitted.

1. Calls within the Local Commuting Area. Telephone companies charge the Coast Guard and other government activities at the business rate. Business rates do not provide unlimited local calls for a basic service charge. Each local call is billed. Coast Guard members and employees may place the following types of local and/or long distance calls using Commercial/Dial "9" access within the local commuting area using government telephones, provided the following criteria is met:

   a. Calls to notify the family doctor when an employee is injured on the job.

   b. Calls to arrange transportation or childcare when an employee is required to work unscheduled overtime.

   c. Brief calls to speak to spouse or minor children or those responsible for child care.

   d. Calls that can only be placed during working hours such as a local government agency or physician.

   e. Calls to arrange for emergency repair to a home or auto; or

   f. Calls certified in advance by the employee's/member's supervisor as official.

2. Other Long Distance Calls. All other long distance calls not relating to assigned duties that must be made during normal working hours shall be:

   a. Charged to an individual's home or other non-government phone number.

   b. Made to a toll free number, or;

   c. Charged to a personal credit card.

   d. Collect.

e. Software blocks to unapproved area codes (e.g., 900) shall be programmed whenever possible on Coast Guard owned/leased telephone systems.

3. Requirements For All Calls. All calls both local and long distance placed under the provisions of this policy:

a. Must not adversely affect an individual's or someone else's performance of official duties.

b. Must be of reasonable duration and frequency.

c. Could not have been made during non-working hours.

A. Coast Guard Headquarters is authorized to issue an FTS2001 calling card for specific Auxiliary positions as follows:

National Commodore -	(NACO)
National Vice Commodore -	Chief of Staff NAVCO-COS)
National Vice Commodore -	Atlantic Area (NAVCO-A)
National Vice Commodore -	Pacific Area (NAVCO-P)
National Directorate Commodore -	Recreational Boating Safety (NAVCO-RBS)
National Directorate Commodore -	Member Services (NAVCO-MS)
National Directorate Commodore -	Coast Guard/State Support (NAVCO-CG/SS)
National Vice Commodore -	Transition Team Leader (NAVCO-TTL)

B. District commanders are authorized to issue an FTS2001 calling card for specific Auxiliary positions as follows:

District Commodore (DCO)
District Vice Commodore (VCO)
District Rear Commodore (RCO)
Administrative Assistant (D-AA)
Aide to District Commodore (D-AD)

C. Issuance of these cards will be coordinated with TISCOM who will establish separate accounts to aggregate the costs of Auxiliarists FTS2001 calling cards. These accounts will enable charge back to the appropriate district ATU (or Commandant (G-OCX)) for sponsorship of national Auxiliary officers for expenses accrued from the use of calling cards.

1. The FTS2001 calling card will not be used to place personal telephone calls even if the user intends to reimburse the government.

2. FTS2001 calling cards will be issued to a specific position with the Auxiliary organization and should not be used by anyone other than the individual filling the position for which the card is issued.

3. Auxiliarists will only use the card when acting in an official Coast Guard Auxiliary capacity. Auxiliarists will use government telephones in lieu of using the FTS2001 calling card where government telephone systems are available.

Table 1

CHAPTER 9

GENERAL PROCEDURES

A. Policy.

1. Adherence to Prescribed Procedures. Adherence to prescribed telecommunications procedures is mandatory. Prescribed procedures for the Coast Guard communications system are specified by this publication, International Telecommunications Union (ITU) Radio Regulations, Allied and Joint Publications (ACP/JANAP), Naval Telecommunications Procedures (NTP), Naval Warfare Publication (NWP) and other directives issued by proper authority. Departures or variations in prescribed procedures create confusion, reduce reliability and speed, and tend to nullify security precautions.

2. The efficiency of communications is dependent upon the efficiency of each telecommunications facility in the system. The internal organization shall provide for:

   a. Rapid handling of all messages, including processing and filing.

   b. Quick routing of high precedence messages (e.g., Flash and Immediate).

   c. Designation of action and/or cognizant officer(s).

   d. A system:

      (1) To record and report telecommunications discrepancies and violations.

      (2) To determine and record the operating conditions of telecommunications equipment and material.

   e. Telecommunications security.

   f. The safeguarding of messages.

   g. The instruction and training of personnel.

3. Quick Routing of High Precedence Message. High precedence messages shall be delivered with maximum speed. The system of processing shall never be permitted to delay the delivery of a high precedence message. The servicing telecommunications facility or parent command shall

promulgate procedures for notification after normal working hours.

4. Action or Cognizant Office(r). Messages addressed "TO" a command are always routed "ACTION" and messages addressed "INFO" (INFORMATION) are always routed "INFO" to the proper office or designated officer and will include any other office or designated officer that requires the message. In addition, the office or designated officer having action shall be indicated on all copies distributed. On incoming messages addressed "INFO", the routing will show one or more information offices or designation officer, the first of which normally will have primary cognizance. The office or designated officer indicated as "ACTION" or "INFO" is responsible for taking all necessary action on the message. This responsibility includes the preparation of a reply, if required; determining what additional distribution, if any, is required, and initiating necessary action to effect such distribution. IF A MISTAKE HAS BEEN MADE IN SELECTING THE ACTION OFFICE OR DESIGNATED OFFICER, THAT OFFICE OR DESIGNATED OFFICER SHALL IMMEDIATELY NOTIFY THE COMMUNICATION CENTER SO THE MESSAGE MAY BE DELIVERED TO THE CORRECT OFFICE OR DESIGNATED OFFICER WITHOUT FURTHER DELAY.

5. Message Delivery Responsibilities. The originator shall be kept informed of delivery status of messages. Commands shall establish procedures to ensure originators are informed of significant delay in delivery or non-delivery of messages.

6. Follow-up System for Replies and Acknowledgments. Commands shall maintain a system to ensure messages requiring a response are answered in a timely manner. This system shall not be maintained by the communications center.

7. Communications Discrepancies and Violations.

   a. Message discrepancies and procedural violations should be reported to violators as soon as possible. The Communication Improvement Memorandum (CIM) is an informal way to report discrepancies or violations to offending commands. CIMs are intended to aid training programs by indicating where emphasis is needed. Recurring flagrant discrepancies or violations shall be reported by formal correspondence via the chain of command. CIMs are exchanged between communication officers and include complete identification of the message(s) or procedures involved and a concise explanation of the violation or appropriate reference. CIMs should be sent directly to the Communication Officer (or designated representative) of the

offending command.

b. Frequency violation reports shall be promptly submitted in accordance with Chapter 6 of this manual.

c. Telecommunications security violations shall be reported in accordance with CMS-1, Information Security Program Manual (COMDTINST M5510.23 (Series)) or effective instructions, and directives as applicable.

8. Qualifications of Cryptographic Operators. The Commanding Officer is responsible for the manner in which personnel perform cryptographic duties. Refer to Chapter 4 of this manual for additional information.

9. Preservation of the Inviolability of Messages. Internal routing of messages and the location of message files shall preclude unauthorized viewing of messages. The following additional measures shall also be employed:

a. Placing printed messages on covered boards and in covered files.

b. Set restrictions on electronic message boards.

c. Instructing messengers to deliver messages to designated personnel or locations only.

d. Instructing message handling personnel against unauthorized discussion.

e. Restricting access to telecommunications spaces.

f. Messages shall not be forwarded via electronic mail or faxed to non-addressees for ease of providing others the same information. Messages must be re-addressed using the procedures in this chapter. Messages shall not be released or sent via the Internet unless the originator has authorized the message for release to the Internet.

10. Training. The prime objective of training is to enable personnel to operate and administer the facilities of the command effectively under all conditions. Training objectives for telecommunications personnel must include general training, advancement in rating, qualification for assigned watches, and basic military requirements. An essential portion of the training program should be the effective cross training of all telecommunications personnel within functional areas. For example, all Telecommunications Specialists should be qualified to assume any of the

duties in telecommunication spaces. To meet these requirements, an effective training program must be conducted on a continuing basis.

B. Message Types, Classes and Special Handling Considerations.

1. Message Types. Classified and unclassified messages are prepared in single address, multiple address, and general message forms.

   a. Single Address. A message destined for only one addressee. It may be addressed either for ACTION or INFORMATION.

   b. Multiple Address. A message that has two or more addresses and is of such a nature that the drafter considers that each addressee must be informed of all other recipients. Each addressee must be indicated as ACTION or INFORMATION. It is essential that the number of addressees be kept to a minimum.

   c. General. Messages intended to meet recurring requirements for the dissemination of information to predetermined standard distribution. General messages are entitled (e.g., ALCOAST, NAVOP, JAFPUB) and the title determines the distribution. Its members are the ACTION or INFORMATION addressees. General messages are assigned a consecutive three-digit serial number followed by a single slant and the last two digits of the current calendar year. The first general message of the calendar year for each category indicates which previously sent general messages remain effective. The general message title and number/year are placed on the line following the classification as indicated below:

   BT
   UNCLAS //N05780//
   ALCOAST XXX/99
   COMDTNOTE 5780
   SUBJ: CG COMMUNICATOR OF THE YEAR AWARD
   1. TCCM WINK WINGENDER/HQ SUPPORT COMMAND COMMCEN IS THIS YEAR'S RECIPIENT.

2. Message Classes. For administrative and accounting purposes, messages handled by Coast Guard telecommunications are divided into the following classes:

a. Government Message.

(1) Class A. Official messages and replies thereto originated by the Department of Defense (DOD), including the Coast Guard when operating as part of the Navy. Principles for combined telecommunications are set forth in NWP-6.

(2) Class B. Official messages of U.S. government departments and agencies other than DOD. The Coast Guard is included under Class B, except when operating as a part of the Navy.

(3) Class C. Broadcast messages in special arbitrary forms available to ships of all nationalities and containing data consisting of special services, such as hydrographic notices, weather forecasts and time signals.

b. Non-Government Messages.

(1) Class E. The class E privilege provides a method whereby a personal message (conforming to specific restrictions) to or from Coast Guard personnel overseas or at sea are handled free of charge over military circuits. Charges are collected from the sender only when commercial carriers are involved in the transmission or final delivery of the message in accordance with NTP-4 (Series).

3. Special Consideration.

a. Acknowledgments. When the text of a message is exceptionally important or when confirmation is required that the action addressee has received and understood the message, the originator may request an acknowledgment of receipt by the addressee. An acknowledgment is requested by placing "ACKNOWLEDGE" as the last word of the text of the message. When a request for acknowledgment is received, it is the responsibility of the action officer to prepare the acknowledgment. The acknowledgment shall consist of the plain language address (PLA) of the originator of the referenced message, the date-time-group (DTG), and if applicable, the serial number of the message concerned and the word "ACKNOWLEDGED". Acknowledgments shall be addressed only to the originator of the message. Both classified and unclassified messages may be acknowledged in this manner, and such acknowledgment means that the message concerned has been received and understood. If a prompt reply is made to a message, a separate acknowledgment is not required.

b. Service Messages. Service Messages are operator-to-operator communications used to expedite message handling.

c. Cancellations. Only the originator may cancel a message. Cancellation of a message that has been transmitted shall be accomplished only by a new message properly prepared and released. A brief description of the message subject may be included in the cancellation to assist telecommunications and the cognizant office in quickly locating the original message (e.g., SSIC should be the same as the original). A cancellation may be included in the text of a message that takes the place of the one being canceled, or it may be sent separately. A message cannot be canceled by a service message.

d. Corrections. Circumstances sometimes arise in which it becomes necessary for the originator to change the text of a message after it has been transmitted. Small changes can usually be made by means of a new message containing corrections to the original message. When the change is lengthy, it is advisable to cancel the original message and originate a new message. Any message requiring alteration before transmission shall not be changed by the telecommunications center (COMMCEN), but must be referred back to the originator.

e. Re-transmission and Verifications. There are two methods utilized for requesting the re-transmission of a received message.

(1) Re-transmissions. A re-transmission is used when a message or portion thereof, is incomplete or incorrect. It is requested by service message using operating signals.

Note: Message processing systems shall be programmed not to re-transmit the message to all addressees. The message shall only be delivered to the unit requesting the re-transmission.

(2) Verification. This requires the originator to verify the complete message or portions indicated. A request for verification must be an official message properly drafted and released.

f. Readdressals. Circumstances may arise where it becomes necessary to readdress a message to authorities not included in the original address. To accomplish this, coordination with the local COMMCEN is required. Readdressals shall be restricted to the cognizant office or designated officer in order to preclude messages being readdressed more than once and the possibility of different commands receiving the same message for action. An action addressee of a message may

readdress that message for ACTION or INFO to another activity. An INFO addressee may readdress for INFO only. E-mail shall not be use to forward a message to non-addressees in order to circumvent the readdressal process.

(1) The readdressal is accomplished by the ACTION or INFO cognizant office or designated officer submitting a separate, properly released outgoing message prepared in accordance with local procedures.

(2) The precedence of the readdressal need not be the same as the precedence of the original message.

(3) The originator and addressees of the original message are not informed of the readdressal unless the drafter includes them as addressees on the readdressal form.

(4) Readdressed messages are filed under the original DTG. The readdressal DTG shall not be used as a message reference.

(5) The internal distribution of a readdressed message should be the same as that appearing on the original message. A separate outgoing message form must be prepared for each message to be readdressed to allow for differences in distribution, accounting and filing.

(6) If an addressee finds it necessary to repeatedly readdress messages, the originator should be requested to include the readdressal addressees in future messages.

g. Reduction of Telecommunications Traffic in an Emergency (MINIMIZE). When an actual or simulated emergency arises or is anticipated it may become necessary to reduce the volume of record and/or voice communications ordinarily transmitted over U.S. military-owned or leased telecommunications facilities. This action, known as MINIMIZE, is designed to clear communications networks of traffic; the urgency of which does not require transmission by electrical means during MINIMIZE. Only traffic that pertains to a particular mission, operation, or safety of life is considered essential and therefore meets the criteria for electronic transmission after MINIMIZE has been imposed.

(1) Certain types of messages are exempted from MINIMIZE in order to preclude interruption of important operations. Types of messages exempted are:

(a) Messages containing critical intelligence.

(b) Messages containing status information or instructions pertaining to the telecommunications system affected by MINIMIZE.

(c) Messages relating to aircraft movements.

(d) Messages relating to movement of fleet units.

(e) Messages relating to movement of troops.

(f) Messages containing perishable weather information.

(g) Messages pertaining to continuing Research and Development (R&D) programs vital to national interest.

(h) Messages pertaining to logistical and statistical activities having a bearing on operational readiness.

(i) Messages pertaining to serious illness, accident or death involving Coast Guard or DOD personnel and members of their immediate families.

(j) Messages over local tactical telephone systems.

(2) When a MINIMIZE message is received from a command other than the Joint Chiefs of Staff (JCS), area commanders shall review it for applicability. Area commanders may impose MINIMIZE within their Area of Responsibility (AOR) by message, including Commandant as an addressee. Coast Guard-wide minimize may be imposed by the Commandant.

(3) All Commanders may impose MINIMIZE within their AOR. Implementing messages shall include the applicable Operational Commander, Area Commander, District and Commandant as addressees. Requests for Coast Guard-wide minimize will be Action to Commandant.

(4) When MINIMIZE is imposed by higher authority, area or district commanders may exempt local circuits directly under their operational control, if they do not interact with any other circuits not under their control.

(5) Commanders will establish rigid procedures to ensure that information in record communications which do not meet the MINIMIZE exemption criteria is forwarded by other than electrical means. Record communications will not be held for transmission pending cancellation of MINIMIZE. Such practice would seriously overload communications networks for a protracted period after MINIMIZE is canceled.

(6) During periods when MINIMIZE is in effect, message releasers shall be specifically designated and must be kept to a minimum. MINIMIZE is imposed upon users, not upon information systems and telecommunications networks.

(7) When MINIMIZE is in effect, the releasing officer shall review all record message traffic prior to forwarding to the telecommunications center to ensure that:

(a) It qualifies for release under the provisions in force and electrical transmission is essential.

(b) The releaser's name and rank is included in the "Released by" line at the end of the message as the last line before "BT", except where such information might compromise special interests.

C. Message Preparation.

1. General. Only information that requires expeditious delivery shall be prepared as messages.

2. Originator. The originator of a message is the command by whose authority a message is sent. The originator is responsible for the functions of the drafter and releasing officer.

a. Drafter. A person who actually composes a message for release by the releasing officer.

b. Releasing Officer. A properly designated individual authorized to release messages for transmission in the name of the originator. In addition to validating the contents of the message, the releaser's signature affirms compliance with the message drafting instructions. Releasing authority is an administrative function of each command served by a message center. No authorization card or letter for releasing officials shall be maintained by the servicing COMMCEN. The releasing officer or designated office staff shall maintain a signed

copy of each message released. Signed copies may be maintained electronically if the capability exists.

c. Responsibilities of the Originator. The originator of a message has certain specific responsibilities as outlined below:

(1) Determine whether the message is necessary. (A message is not to be used when a letter or other form of communication will suffice).

(2) Determine the operational or administrative nature of the message. If the message is of an administrative nature, type "ZYB" immediately after the year in the DTG line (e.g., R 010001Z Jun 97 ZYB).

(3) Determine the correct Plain Language Address (PLA) and type of message.

(4) Ensure proper use of message format as prescribed by the servicing telecommunications center.

(5) Determine the appropriate precedence.

(6) Ensure proper application of security classification, special handling, downgrading and declassification instructions, if required by Classified Information Management Program, COMDTINST M5510.23 (series).

(7) Ensure message text is composed using clear and concise language.

(8) Determine whether the message may be authorized for release to the Internet.

3. Drafting the Message. Servicing telecommunications centers will set this requirement based on local operating procedures and policy (e.g., electronic delivery, floppy disc and/or specific hardcopy format using a message drafting/word processing software application). The following elements shall be used in sequence:

a. Message Format. The Coast Guard is required to use different message formats for operational and administrative messages. Message formats and modified formats of ACP 126 should be used for most narrative Coast Guard messages. The Navy's General Administrative (GENADMIN) format is optional for Coast Guard

messages. This format is required when Navy or other DoD activities are addressed on Coast Guard messages. NTP-3 Annex A provides rules and general instructions for the preparation of GENADMIN messages. Coast Guard, Navy or other directives determine the use of U.S. Message Text Formats (USMTF) or other defined field formats.

b. Determination of Precedence. The precedence enables message drafters to indicate to the telecommunication center the relative order of processing and delivery. The precedence of an incoming message has no direct effect on the time in which a reply must be sent or on the precedence assigned to that reply. There are four precedence categories: ROUTINE, PRIORITY, IMMEDIATE and FLASH. The assignment of precedence is the drafter's responsibility, although the releaser confirms (or may change) the assignment. The importance of not assigning a higher precedence than is necessary cannot be over emphasized. The following elements must be considered:

(1) The drafter should consider the need for rapid delivery to addressees. The level of importance of the subject matter does not necessarily indicate a need for urgency in transmission.

(2) The time element involved, including consideration of time difference between widely separated geographical areas. The drafter should be aware that a precedence of PRIORITY action or above may be required to effect immediate delivery to the addressee upon receipt by the telecommunication center (especially messages received after normal working hours).

(3) Delivery to an unmanned message terminal/workstation does not meet the definition of rapid delivery. A message cannot be considered delivered until the addressee actually reads that message (e.g., messages received after normal working hours). If there is a possibility that the action addressee will not read the message within the desired processing time determined by its precedence, other means of notification should be utilized (e.g., command center notification via pager or cellular phone).

c. Dual Precedence Messages. Multiple address messages having both action and information addressees may either be assigned a single precedence, or they may be assigned a dual precedence; one precedence for action addressees and a lower precedence for information addressees. The assignment of a dual precedence should be considered on all messages with information addressees when Priority or above precedence is assigned to the action addressees.

(b) Messages recalling or diverting friendly aircraft about to bomb targets unexpectedly occupied by friendly forces.

(c) Warning of imminent large-scale attacks.

(d) Extremely urgent intelligence messages.

(e) Messages containing major strategic decisions of great urgency.

(f) Tropical storms, typhoons, tsunami, earthquakes or hurricanes believed to be previously undetected. Unit Commanders may use Flash precedence for reporting, provided there are no extenuating circumstances that would jeopardize the tactical situation.

(5) EMERGENCY COMMAND PRECEDENCE (ECP). In addition to the four precedences listed above, a flash preempt capability designated EMERGENCY COMMAND PRECEDENCE (ECP) exists within the AUTODIN system. The use of the precedence (precedence prosign "Y") is limited to the National Command Authority and certain designated commanders of Unified and Specified commands and then only for specifically designated emergency action command and control messages.

(6) Speed Of Service Objectives (SOSO). Because precedence is assigned according to desired writer-to-reader time, message drafters should be aware of factors that affect message delivery time. Some of these factors are: types of facilities, encryption/decryption requirements and types of cryptographic systems, message traffic volume, relay requirements, equipment speed, message length, number of addressees, and circuit conditions. Regardless of SOSO established, COMMCENs will process message traffic as rapidly as possible consistent with accuracy and security. SOSO displayed below provide general guidance:

Flash (Z) - As fast as possible with an objective of less than 10 minutes.
Immediate (O) - 30 minutes
Priority (P) - 3 hours
Routine (R) - 6 hours

e. Selection of Addressees. The drafter selects the addressees of a

message. In the interest of security and efficiency, the addressees should be limited to those with a need to know; however, every reasonable effort should be made to foresee and include all addressees who eventually may require the information. Addressees in the address component of messages shall be listed using their Plain Language Address (PLA) as listed in the Distributed PLA Verification System (DPVS) or other appropriate service directory. The implementation of automated message processing systems has made absolute consistency in the format and spelling of plain language addresses critical.

(1) There are two types of addressees, ACTION (TO) or INFORMATION (INFO).

(2) "Commanding Officer" or "Officer-in-Charge" as a prefix to the title of a command or activity shall not be used. Messages are automatically intended for those persons.

(3) Plain Language Addresses (PLA). Commands requesting changes to PLA listings shall submit requests to HQ Support Command (t-4c) via the chain of command 90 days prior to the required effective date of the change. Message requests shall be made if a 90-day lead-time cannot be furnished. Requests submitted directly to the Navy are referred to Commandant, U.S. Coast Guard and result in further processing delays.

   (a) A PLA shall not exceed 50 characters including geographic location.

   (b) Normally a PLA will be assigned to units with OPFAC numbers assigned as listed in Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2. (Series)). Units that appear as subordinates of a parent command shall not be listed unless they receive or generate a large amount of message traffic or are geographically separated from the listed command.

(4) Address Indicating Group (AIG). AIGs are predetermined lists of action/information addressees controlled by a "cognizant authority" and are used for messages containing information of a recurring or pre-planned nature. Blocks of AIGs are available for use by Commandant. A request for assignment of an AIG should be made to HQ Support Command (t-4c) in accordance with NTP-3 (Supplement 1).

(5) Collective Address Designators (CAD). A CAD is a single address group that represents a predetermined set of five or more activities linked by an operational or administrative chain of command.

(a) CADs are authorized to be used by the cognizant authority and superiors in the chain of command. All others desiring to address a CAD must obtain the permission of the cognizant authority.

(b) Requests for CADs shall be submitted to HQ Support Command (t-4C) via the chain of command as prescribed in NTP-3 (Supplement 1).

(6) Office Codes/Staff Symbols.

(a) Office Codes/Staff Symbols are required with all COMDT, HQ Units (less liaison officers), Area, MLC and District Office Plain Language Addresses (PLA), including the FM Line (originator). A list of office codes/staff symbols can be found in the Standard Distribution List (COMDTNOTE 5605 (series)).

(b) Office codes are required with all Navy shore activity PLAs. For Coast Guard messages sent to Navy PLAs, use //JJJ// after the PLA, if the office code is unknown.

(c) Office codes/staff symbols will immediately follow the PLA and will be enclosed by double slants. When multiple office codes are used, the first code will be the "Action" or "Cognizant" office. A single slant will be used to separate codes. Spaces are not permitted within office codes.

(d) The originator shall indicate the office code or staff symbol as the releasing office or office having paramount interest (cognizant) first. The originator may include additional office codes on the FM line to facilitate internal routing or indicate joint or shared releasing responsibility. The FM line is limited to 69 characters with no continuation lines. If message releasing responsibility is shared, those office codes shall be included on the FM line following the PLA and so stated in the message text, (e.g., THIS IS A G-SCT/G-OPD COORDINATED MSG.)

Example:

FM COMDT COGARD WASHINGTON DC//G-SCT/G-S//
TO USCGC MOHAWK
COMLANTAREA COGARD PORTSMOUTH VA//AT//
INFO CCGDSEVEN MIAMI FL//OC/OSR//
COMNAVSEASYSCOM WASHINGTON DC//JJJ//

(e) Office codes/staff symbols shall not be used for Coast Guard, Navy, or Marine Corps afloat or mobile commands.

f. Classification Line. The classification line is the first line of the message text. It must contain the classification and Standard Subject Identification Code (SSIC). The classification line shall also include special handling markings and code or flag words when required.

(1) Classification.

(a) Determination of message classification is the responsibility of the originator.

(b) COMDTINST M5510.23 (Series) provides classification authority, policy guidance, and standard designations utilized to identify information requiring protection in the interest of national security.

(c) The proper spelling and spacing of classification designators is displayed below:

UNCLAS
C O N F I D E N T I A L
S E C R E T
T O P S E C R E T

(2) Special Handling. Certain types of messages require special handling in addition to that provided by security classification. The drafter is responsible for determining these special category markings, special handling markings, code words and key words necessary and applicable to the message text. These markings are placed on the classification line immediately following the classification. A detailed discussion of special handling procedures is contained in NTP-3, NTP-4, COMDTINST M5510.23 (Series), and Freedom of Information and Privacy Acts Manual (COMDTINST M5260.2). A description of markings common to Coast Guard message traffic is listed below:

(a) SPECAT. The designator SPECAT is the marking applied to special category messages. There are two types of SPECAT messages, those associated with words or projects (e.g., SPECAT SIOP-ESI) and those which are delivered to a named individual (e.g., SPECAT EXCLUSIVE FOR RADM A. B. SEA). SPECAT EXCLUSIVE FOR (SEF) messages shall be used only for highly sensitive matters where distribution must be limited to the named recipient only. SEF messages are not intended for use in operational matters. SEF messages are reserved for use by flag officers or officers in command status. Alternate special handling designations such as LIMDIS and PERSONAL FOR should be used in lieu of SEF whenever possible. Only classified messages qualify for the SPECAT caveat. The classification, however, is assigned according to subject matter only. Refer to NTP-3 for additional guidance.

(b) LIMDIS. The designator LIMDIS is the marking applied to messages which due to subject matter, require limited distribution within the addressed activity. The classification line of a SECRET message requiring limited distribution would read "S E C R E T LIMDIS". Only classified messages qualify for the LIMDIS caveat. The classification, however, is assigned according to the subject matter and not simply because the message is LIMDIS.

(c) PERSONAL FOR. The designator PERSONAL FOR is the marking applied to those messages whose distribution is limited to the named recipient (who may, upon receipt, direct further distribution). Only flag officers, officers in a command status, or their specifically designated representatives may originate PERSONAL FOR messages. The classification line shall always show the name or title of the intended recipient and may show the name and title of the originator. For example:

C O N F I D E N T I A L PERSONAL FOR RADM A. B. SEA
or
UNCLAS PERSONAL FOR RADM A. B. SEA FROM RADM CUTTER

(d) NOFORN. The designator NOFORN means "Not Releasable to Foreign Nationals or Governments". This

marking shall be applied only to intelligence information.

(e) For Official Use Only (FOUO) and Encrypt For Transmission Only (EFTO).

For Official Use Only (FOUO). Unclassified messages containing FOUO information will contain the abbreviation "FOUO" immediately after "UNCLAS" on the classification line. The use of the EFTO caveat with the FOUO caveat is only required when determined necessary by the originator. Specific guidelines can be found in Chapter 4.

Encrypt For Transmission Only (EFTO). Originators of certain categories of unclassified messages identified as having a need to be safeguarded from unauthorized disclosure can afford protection during electrical transmission by use of the Encrypt For Transmission Only (EFTO) caveat. The EFTO caveat shall appear immediately after "UNCLAS" on the classification line of unclassified messages. Specific guidelines can be found in Chapter 4.

The proper formatting of FOUO and EFTO markings on messages are:

UNCLAS FOUO
UNCLAS E F T O
UNCLAS E F T O FOUO

The terms "DO NOT PASS OVER CLEAR VOICE RADIO" and "DO NOT PASS OVER CLEAR CIRCUIT" shall not be used. Record messages designated "UNCLAS E F T O FOUO" or "UNCLAS E F T O" shall not be transmitted over non-encrypted circuits.

The originator is solely accountable/ responsible for the assignment, and removal, of the EFTO caveat. If an unclassified message designated EFTO cannot be delivered via secure means, the originator shall be informed by record message stating the reason for non-delivery.

(f) Sensitive But Unclassified (SBU). Information marked

"Sensitive But Unclassified (SBU)" is information originated within the Department of State that warrants a degree of protection and administrative control and meets the criteria for exemption from mandatory public disclosure under the Freedom of Information Act. Before 26 May 1995, this information was designated and marked "Limited Official Use (LOU)". The LOU designation will no longer be used. Instructions for handling and transmission of SBU messages are contained in Chapter 4 of this manual. Coast Guard commands shall not assign SBU to a message. In addition, SBU is being used in the Defense Message System (DMS) program to identify all non-classified messages and electronic mail.

(3) Standard Subject Identification Codes (SSIC). The SSIC is the last element in the classification line. This code is used as a single standard system of numbers for identifying standard subject matter and to assist in distribution, filing and recovering various types of correspondence and directives. The appropriate SSIC is selected from enclosure (1) to Standard Subject Identification Codes (COMDTINST M5210.5 Series)), Dept. of the Navy File Maintenance Procedures and SSICs, (SECNAVINST 5210.11). When placed on the message, the SSIC element shall consist of two slant bars, the letter N, the 5 digit SSIC (a zero must precede the SSIC if it has only 4 digits), and ended with two slant bars. The entire SSIC element is placed one space past the preceding word on the classification line. SSICs shall be assigned to all but the following Coast Guard originated messages:

(a) Tactical messages handled exclusively on tactical circuits.

(b) Messages using code or flag words exclusively to identify the subject.

(c) Messages transmitted on dedicated or closed networks which remain within the network (weather, Loran control, orderwire circuits).

(d) Messages originated by mobile activities addressed only to mobile activities.

(e) Messages addressed only to commercial firms or individuals via commercial refile.

(f) The SSIC //N00000// shall be assigned to those messages which contain special handling markings (LIMDIS, SPECAT, Personal For) and to emergency messages if determining the proper SSIC will delay processing the message.

g. Subject Line. The subject line begins with the subject indicator "SUBJ:". The subject line shall be capitalized, as brief as possible, and limited to one line. Regardless of the message classification, the originator assigns an unclassified title or subject line, consistent with security. In classified messages, appropriate classification marking shall be in parenthesis immediately following the subject line, using one of the following: (TS), (S), (C) and (U). Examples:

SUBJ: HIGH FREQUENCY TESTING (U)
SUBJ: HDT SPECTRAL ANALYSIS (S)

h. Exercise Message Identification. Messages sent during and relating to training exercises, command post exercises, tactical exercises, and maneuvers conducted in the interest of training and readiness are exercise messages. They shall be prepared and handled the same as normal traffic.

(1) Exercise messages are identified with the word EXERCISE followed by the specific exercise identification in the first line of text following the classification line and the last line of text. Proper authority shall assign this identification. Commands or persons responsible for conducting exercises shall include appropriate instructions for identifying exercise messages in the exercise directive or plan.

i. Special Delivery/Passing Instructions.

(1) Special Delivery/Passing instruction policy for Navy-Marine Corps and Coast Guard message traffic is stated in NTP-3 (Series).

(2) A passing instruction line shall not be used on Coast Guard originated messages except as allowed for in NTP-3. Passing instructions will immediately follow the SSIC on the classification line.

(3) Any addressee tasked with further dissemination according to instructions shall be an action addressee.

j. References. A reference may be any identifiable document, correspondence, or telephone conversation that is pertinent to the message in which it is contained. Each reference will start at the left-hand margin and be alphabetically marked one beneath the other. When used, the following provisions and instructions apply:

(1) Cite the originator's complete and correct PLA, then the DTG, month, and year exactly as they appear on the message to be referenced. Office code/Staff symbols are not included in references. Example:

A. COMDT COGARD WASHINGTON DC 300620Z OCT 97
B. USCGC MELLON 300621Z OCT 97

(2) The use of either "MY" or the originator's complete PLA may be used by message drafters referencing their own message. When referencing general messages/directives, make reference to the appropriate message and directive number. Example:

A. MY 300621Z OCT 97
B. COMDT COGARD WASHINGTON DC 300630Z OCT 97/ALCOAST 342/97

(3) Single action PLA messages, the use of "YOUR" in lieu of complete PLAs is authorized. Example:

A. YOUR 300655Z OCT 97

(4) References to documents should contain the complete, abbreviated title and relevant sections or paragraphs. Example:

A. COMDTINST M5510.21 CHAPTER 4
B. NTP 4 PARA 630

(5) References to correspondence should contain the short title portion of the originator's PLA, the serial number, and the date of the correspondence. Example:

A. COMDT G-SCT LTR 2201 SER 371 OF 13 SEP 97

(6) Telephone conversations, when used as a reference, should indicate office, point of contact, and date. When not used as a reference, a phone conversation may be referred to in the free text of a message. Example:

A. PHONCON G-SCT(LT JONES)/LANTAREA(LT SMITH) OF 4 AUG 97

(7) When references are used in messages destined for several addressees, care must be taken that all references are available to all addressees. In cases where a reference is not held by all addressees and the originator determines those addressees do not need it, the acronym "NOTAL" (NOT TO NOR NEEDED BY ALL) shall be included after the reference. The acronym "PASEP (PASSED BY SEPARATE MEANS) shall be used when the originator passes a reference to an addressee which the addressee does not hold. Care should be taken to avoid use of acronyms without clarifying exactly to which addressee(s) they apply. Example:

A. CNO WASHINGTON DC 161523Z SEP 97 NOTAL
B. CNO WASHINGTON DC 300736Z OCT 97 PASEP

(8) References contained in readdressed messages become the responsibility of the command originating the readdressal. Inquiries regarding these references shall be addressed to the readdressing authority.

(9) Where a DTG is used in reference to a readdressed message, only the DTG of the original message shall be used.

k. Point of Contact (POC). The use of a point of contact line or paragraph in a record message is optional. When used, this information assists message addressees in quickly locating the message drafter, subject matter expert, or project officer at the originating unit.

l. Message Text. The text is the part that contains the thought or idea the drafter desires to communicate; it is the reason for the existence of all other parts of the message. Brevity must not be attained at the cost of accuracy or clarity. Brevity shall be achieved through the proper choice of words and good writing technique. Uncommon phrases and modes of expression must not be carried to the point that the meaning becomes ambiguous or obscure. The drafter must word a message so that it expresses the thought he/she desires to convey. Abbreviations must be limited to those meanings that are self-evident, or those recognizable by virtue of long established use. Exceptions may be made in the case of currently authorized abbreviations used in routine administrative and technical traffic that is handled only by persons

familiar with the abbreviations. Clarity always takes precedence over brevity. The following additional guidance shall be considered by drafters:

(1) Textual material is divided into paragraphs and sub-paragraphs that are numbered and lettered consecutively. Single paragraph messages need not be numbered.

(2) The Coast Guard Information Security Program Manual (COMDTINST M5510.23 (Series)) requires that all electrically transmitted classified messages be marked for classification. When the text or a portion of any paragraph and/or sub-paragraphs are classified, the symbol denoting the overall classification of the paragraph shall be shown immediately following the paragraph number. When different items of information in one sub-paragraph require different classifications, but separation into separate paragraphs would destroy continuity or context, the highest classification shall be applied. Single paragraph messages with no sub-paragraphs need not be marked for classification.

(3) Use of lower characters in record message traffic is authorized. However, drafters and originators shall be responsible for retransmission of record message traffic in upper case to systems that are case sensitive. The CG High Frequency Fleet Broadcast System (HFCG) and the CG Satellite Fleet Broadcast System (LMCG) both use radio teletype emulator (RTE) software, which sends a blank for each lower case letter. **Do not transmit record message traffic with lower case characters that will be transmitted via the HFCG and LMCG (i.e., Message traffic addressed to underway cutters) until the RTE software has been modified to accept lower case characters.**

(4) Punctuation shall be used only when it is essential for clarity. The punctuation marks used in the drafting of messages normally shall be limited to those symbols listed on typewriter or workstation keyboard:

NAME	SYMBOL	ABBREVIATION
Apostrophe*	'	(None)
Colon	:	CLN
Comma	,	CMM
Parenthesis/left	(	PAREN
Parenthesis/right	)	UNPAREN
Period	.	PD

Question Mark	?	QUES
Quotation Marks	""	QUOTE/UNQUOTE
Slant/oblique stroke	/	SLANT
Hyphen	-	DASH

*The symbol has not been approved for Allied use.
The "At sign" (@) may be used on Coast Guard only messages, but shall be spelled-out on those addressed outside the organization.

(5) Use of phonetic equivalents. When it is necessary to include isolated letters, other than recognized abbreviations, in drafting messages, the authorized phonetic alphabet equivalents shall be used. Refer to COMDTINST M2300.7 (Series). Phonetic equivalents are desirable when ordering equipment by letter and part number. They are also desired when expressing lettered coordinates of operation orders. They shall not be used when:

(a) Names are to be transmitted: Use J.C. Porter or John Cook Porter and not Juliet Charlie Porter.

(b) The actual word would be better-used (e.g., "26 Degrees WEST").

(c) The abbreviation is readily recognizable, such as CG, USCG, CNO, USAF, etc. Use Coast Guard 1380 rather than CHARLIE GOLF 1380.

m. Downgrading and Declassification Markings. At the time of its origination each classified message must in addition to the required subject and paragraph classification markings, be marked for downgrading and declassification on the originators file copy. Refer to COMDTINST M5510.23 (Series).

D. General Messages.

1. Definition. General messages are messages that have wide distribution. They are assigned identifying titles and serial numbers in a sequence that in most instances covers a calendar year. All commands that are on distribution for general messages are considered action addressees. It is the responsibility of the receiving command to determine and comply with any action required.

a. Types of general messages originated by Commandant are:

(1) ALCOAST – A notice containing information of an urgent nature, requiring a wide distribution within the Coast Guard and is transmitted via the CGTS. It remains in effect for one year from the date of origin.

2. Originator. General messages may be originated by:

   a. Coast Guard: Commandant, area, and district commanders, and Commander Coast Guard Personnel Command.

   b. Navy: CNO, SECNAV, COMNAVCOMTELCOM, COMNAVSECGRU, Fleets, Forces, and Types Commanders.

   c. Joint: CJCS, Joint Staff, and Joint or Unified Commanders.

3. Preparation. General messages will be prepared in the same manner as regular messages except that the general message title (or collective address) will be entered as an action addressee in lieu of listing each addressee individually. Other addressees who may require distribution of general messages may be added in the address lines. The general message title, three-digit serial number followed by a slant and the last two digits of the calendar year will be included in the message text following the classification line.

4. Retention and Cancellation. At the beginning of each calendar year, originators of each series of Navy or Joint general message will promulgate a list of previously issued messages in the series that remain effective. All others are effective as designated per the appropriate system.

   a. General messages incorporated in the Coast Guard and Navy directives system, ALCOAST, ALNAV, ALSTACON, ALSTAOUT, ALNAVSTA, NAVACT, NAVOP and such others as may be prescribed by issuing authorities, are cancelled as follows:

      (1) By a superseding message or directive.

      (2) By cancellation date indicated in the text.

      (3) By another directive.

5. Retransmission Responsibility. Requests for corrections or retransmission should be limited to only specific portion(s) or section(s). Complete retransmission of long messages should be avoided. Navy and

Joint general messages should be requested from the servicing Naval communications center and Coast Guard general messages from HQ COMMCEN.

6. Applicability and Distribution. Commandant will determine applicability and advise by message when the following general messages pertain to the Coast Guard: ALNAV, ALNAVSTA, ALSTACON, ALDODACT, ALSTAOUT, NAVACT, NAVADMIN, and NAVOP. ALCOMs are normally applicable to Coast Guard units as determined by their administrative commanders. Commandant will only intercede when the subject matter conflicts with Coast Guard policy or further guidance is determined necessary. Area commanders, district commanders and commanders of maintenance and logistics commands receiving general messages shall screen each message to determine which additional units under their administrative control have a requirement for the message, and take action to effect delivery. Area and MLC commanders shall coordinate distribution with their telecommunications centers to minimize general message transmissions and readdressals.

   a. Table 9-1 list types and general distribution instructions for general messages normally distributed to the Coast Guard. Further relay should be by either readdressal or by the use of relay instructions. General messages shall not be reintroduced into AUTODIN using collective routing indicators. General messages requiring Coast Guard-wide distributions should be considered for release to the Intranet or Internet as appropriate.

   b. Complete general message files are required at Commandant and Area Commanders' COMMCENs only. Area Commanders may require District COMMCENS to maintain certain general message files as appropriate.

   c. District commanders shall deliver Coast Guard general messages to the Headquarters units within their geographical boundaries upon receipt. Headquarters units are defined in the Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2 (Series)) and Chapter 6 of the Coast Guard Organization Manual (COMDTINST M5400.7 (Series)). The Headquarters Support Command (HSC) COMMCEN is responsible for Air Station Washington, Telecommunication and Information Systems Command Alexandria, Marine Safety Center Washington, National Pollution Funds Center, and Navigation Center.

   d. The Headquarters Support Command (HSC) COMMCEN will maintain and manage an INTRANET web site containing all current

year unclassified Coast Guard general messages not marked EFTO (e.g., ALCOAST, ALCGOFF, ALLCGENL, ALCGCIV, etc.) for units with full time access to Standard Workstation III (SWIII). The Headquarters COMMCEN will also maintain an electronic Coast Guard general message historic file from previous years. Additional links will be available to access general messages at Navy and other DoD sites. This Central General Message Repository is the only official Coast Guard site for obtaining missing or lost Coast Guard general messages electronically from the INTRANET or INTERNET. Area and District general messages may be added to the repository to consolidate general message file requirements. All general messages will continue to be distributed as previously stated.

E. Procedures.

1. Radiotelephone. Radiotelephone is a form of telecommunications by voice radio.

   a. Basic radiotelephone procedures are contained in ACP-125 and Radiotelephone Communications Handbook (COMDTINST M2300.7 (Series)).

   b. Within the United States, Channel 22A (157.1 MHz) and 2670 kHz are Coast Guard frequencies and use by non-Coast Guard stations is restricted to telecommunications with the Coast Guard. Exercise positive control over the use of these frequencies at all times. These are the normal working frequencies for telecommunications with non-government vessels after initial contact is established on Channel 16 (156.8 MHz) or 2182 kHz. COMMSTAs and groups also utilize these frequencies for Coast Guard Marine Information Broadcasts. The standard VHF-FM and HF channelization plan for Coast Guard shore and mobile stations shall include both 157.1 MHz and 2670 kHz respectively.

2. Telephone. The Commanding Officer or Officer-in-Charge will ensure all personnel are proficient in handling telephone calls, particularly those of a distress nature, before assigning them to duty answering telephones. If the Coast Guard unit cannot take action in response to a distress call, personnel should know how to relay information, or refer the calling party to the correct telephone number, as may be appropriate.

F. Log-Keeping Policy

1. The selection of a complete, abbreviated or recorded radio log is at the discretion of the Commanding officer or Officer-in-Charge, if not

otherwise directed. Recorded logs do not contain amplifying or other related information concerning the circuit or frequency guarded. If a more complete record of events is needed, a manual log may be more appropriate.

2. Logging of all distress, urgent, or safety signals and related communications made or intercepted on any frequency or circuit is required, regardless of the type of log being maintained. These logs will be maintained until it is apparent that the conditions do not relate to the geographical area or the unit will play no part in the actual assistance. When a Search and Rescue (SAR) data sheet is filled in, information contained on the sheet need not be logged, but reference to the sheet must be made in the log.

3. Operations normal and position reports shall be logged.

4. No written radio log is required on any radio circuit being recorded continuously whether recording is done locally or remotely by another command.

5. The completeness of coverage and degree of textual detail of an abbreviated radio log will vary with the type of unit, availability of personnel, and the category of information passing through the circuit. The ultimate decision as to the completeness of the abbreviated radio log rests with the Commanding Officer/Officer-in-Charge, unless otherwise directed. The provisions of item b. and c. above always apply.

6. Radio logs are required for all radio equipped units except:

   a. Vessels under 65 feet in length.
   b. Aircraft, except when serving as On-Scene Commander.
   c. Vehicles

   d. Vessels 65 feet and greater in length without Telecommunication Specialists (TCs) assigned may maintain an abbreviated log, however a recorded log is preferred.

G. Log-Keeping Procedures.

1. Communications Logs. These logs serve as official documents to record events concerning the administration of the command. Secondarily, they provide a record of events that may be the subject of investigation or legal action and a reporting requirement without a separate form.

2. Radio Logs. An official record of signals transmitted and received by a radio equipped unit. All radio logs (less recorded logs) shall be reviewed for completeness and accuracy and submitted to the Communications Officer. Radio logs shall be retained as stated in Chapter 6 of this manual. When retention is no longer required, they should be destroyed without report. All log entries (including those kept on CGSW or other information processing equipment) shall be governed by the following:

   a. Standard abbreviations, designators, symbols, and signals appearing in official publications, ACPs, NTPs, and ITU publications shall be used.

   b. A slant bar shall be used to separate entries of signals received from different stations when entries are made on the same line.

   c. Universal Coordinated Time (ZULU) shall be used for all log entries. Time zone used must be indicated clearly on each log page. A time check or tick should be taken at the beginning of each watch or as soon thereafter as possible and the results logged.

   d. New log or ledger pages are not required for each radio day. However each page should clearly show the dates included on that page.

   e. Messages copied, recorded in full or previously received, need not be copied in the log, provided sufficient information to identify the message is included in the log.

      Types:

      (1) Complete Radio Log. A radio log that is a complete and continuous record of all radio signals transmitted and received.

      (2) Abbreviated Radio Log. A radio log that is a record of all transmitted and received signals that pertain the unit. Entries may be abbreviated and in narrative form vice verbatim.

      (3) Recorded Radio Log. A recording, magnetic or digital, used as a complete or abbreviated radio log. Recordings that are not normally considered logs may provide valuable information in case of distress, marine accidents, or disaster. This is often the case where radio circuits are recorded and manual logs are kept. If such information is recorded, the Commanding Officer shall ensure that the recording is protected and treated as a recorded log. Tapes, media, or files shall be made available to duly authorized investigation authorities. If clarification is needed,

advice should be obtained from Commandant (G-SCT).

(4) Computer Generated Log. A log that is a complete and continuous record of messages sent and received on Local Area, Wide Area or Wireless networks. Complete and abbreviated logs may also be kept using computers and computer software (e.g., RADLOG software).

(5) Visual Log. An official log of all visual signals sent and received, identification data on all visual traffic, and all noteworthy events that affect the signal watch. Refer to NTP-4 for requirements

(6) Recorded Logs. Recorded logs shall have a label attached to the reel/cassette indicating the unit name and call sign, date, and period covered (in "ZULU" time), frequencies monitored, and names and rank/rates of watchstanders on duty during the recorded period. At units where large numbers of frequencies are monitored and large numbers of watchstanders are involved, a detailed listing is not required if the information is readily available from other sources. A recorded log should normally have a time track to allow identification of the on-air time of messages. If not, a spoken time reference on a specified portion of the tape is sufficient for a continuous tape. Audio activated tape drive shall only be used when the recorder automatically provides a time reference.

(7) Manual Logs. Manual logs are defined as handwritten, typewritten, or those kept on Coast Guard Standard Workstations (CGSW) or other information processing equipment. If not typewritten, entries shall be in blue or black ink. Log entries shall not be erased. Any necessary changes will be made by drawing a single line in ink or typing slant signs through the original statement, and indicating the changed version adjacent to the original entry. All changes must be initialed in ink. When using CGSW or other information processing equipment for log-keeping the following guidelines shall be followed:

(a) The use of form CG-2614A and procedures for making changes to log entries outlined in paragraph 2. above are waived.

(b) Signatures are only required if the software application cannot permanently lock data into a "read only" status at the conclusion of the watch or log. Authenticity and accuracy

must be maintained.

(c) Maintain backup disk or hardcopy files in addition to those held on ADP equipment.

GENERAL MESSAGES

SHORT TITLE	ORIGINATOR	ADDRESSEES	DISTRIBUTION & INSTRUCTIONS
ALCOAST	Commandant	All CG Commands	Area/district commanders are responsible for further distribution to those activities within their areas of delivery responsibility.
ALCOM	CNO, NAVSECGRU, COMNAVCOMTEL-COM	Commandant, Area & Districts	Area/district commanders will screen each ALCOM to determine which units under their administrative control require the message and take action to effect delivery. COMDT will promulgate guidance when ALCOM policy is in conflict with Coast Guard policy or additional guidance is required.
ALCOMLANT A	CINCLANTFLT	Commandant, Atlantic Area and Districts	Same as ALCOM (LANTAREA units only)
ALCOMPAC P	CINCPACTFLT	Commandant, Pacific Area and Districts	Same as ALCOM (PACAREA units only)
ALFOODACT	DPSC PHILA, PA	All U.S. military	Area and district commanders ensure delivery to units under their administrative control.
ALLANTFLT LANTADMIN	CINCLANTFLT	Commandant, COMLANTAREA	LANTAREA will determine applicability within the Atlantic Area and shall direct district commanders to deliver to units under their administrative control.
ALMILACT	CJCS Joint Staff	All U.S. military activities worldwide	Same as ALFOODACT (UNCLASSIFIED)

Table 9-1

SHORT TITLE	ORIGINATOR	ADDRESSEES	DISTRIBUTION & INSTRUCTIONS
ALNAV ALNAVSTA ALDODACT NAVACT NAVOP (IF NOT COMTAC) NAVADMIN (IF NOT COMTAC)	SECNAV CNO SECNAV	Commandant	The Officer-In-Charge, HQ telecommunications center coordinate with appropriate staff components to determine applicability to the Coast Guard. DO NOT distribute unless a message is received advising that the message is applicable to the Coast Guard.
ALPACFLT PACADMIN	CINCPACFLT	Commandant, COMPACAREA	PACAREA will determine applicability within the Pacific Area and shall direct district commanders to deliver to units under their administrative control as deemed necessary.
ALSVCACT	CJCS Joint Staff	All U.S. military activities worldwide	Same as ALFOODACT (UNCLASSIFIED)
HURRIWARNLANT	NAVEAST-OCEANCEN	Commandant, COMLANTAREA CCGD 1/5/7/8 COMCOGARD GANTSEC	Addressees distribute to those who have a need to know. Not sequentially numbered.
JAFPUB	JCS/USMCEB	All U.S. holders of JANAP/ACPs who use military telecommunications	Area/district commanders screen to determine which activities within their of area of delivery responsibility require each JAFPUB.
LANTCOMACT	CINCLANT	All U.S. activities located within CINCLANT's area of control who use military telecommunications	COMLANTAREA/LANTAREA district commanders screen to determine which activities in their area of delivery responsibility require each LANTCOMACT.
NAVPUB	COMNAVDOC-COM	TISCOM	CG TISCOM will screen each NAVPUB, NAVOP, or NAVADMIN to determine applicability to Coast Guard COMTAC accounts and take action to effect delivery.
NAVOP (COMTAC ONLY)	CNO	TISCOM	
NAVADMIN (COMTAC ONLY)	SECNAV	TISCOM	

Table 9-1 (cont'd.)

SHORT TITLE	ORIGINATOR	ADDRESSEES	DISTRIBUTION & INSTRUCTIONS
PACOMACT	CINCPAC	All U.S. activities located within CINCPAC's area of control who use military telecommunications	COMPACAREA/PACAREA district commanders screen to determine which activities in their area of delivery responsibility require each PACOMACT.
TYPHOONWARN	JTWCGUAM	CCGD 14, COMCOGARD MARSEC	Addressees distribute to those who have a need to know.

Table 9-1 (cont'd.)

CHAPTER 10

DISTRESS AND SEARCH AND RESCUE (SAR) COMMUNICATIONS

A. Mission.

1. General. A primary duty of the Coast Guard is to render assistance to vessels and aircraft in distress, and to save life and property at sea. To produce the desired results of reliable and rapid communications, it is essential that units and personnel adhere to existing procedures prescribed in the National SAR Manual (COMDTINST M16130.2 (Series)), ACP 135 and International Telecommunications Union (ITU) Radio Regulations. However, nothing contained in the above publications prevents a unit in distress from using any means at its disposal to attract attention, make known its position, and obtain assistance.

2. Mission of SAR Telecommunications. The mission of SAR telecommunications is to obtain information on a distress incident and disseminate it promptly to all units and commands capable of providing assistance. Close coordination of participants during the SAR operation is necessary to save the lives and property involved. Telecommunication procedures relative to distress and those pertaining to the use of the Distress, Urgency, and Safety signals are contained in ITU Radio Regulations.

3. Coordination of SAR Telecommunications. The coordination of telecommunications relating to SAR incidents closely follows the command structure. The SAR Mission Coordinator (SMC) is the controlling authority during a SAR incident and as such is responsible for coordinating all telecommunications related to the incident. The designated On-Scene Commander (OSC) always remains subject to the instructions and direction of the SMC. It is imperative that the OSC have reliable communications equipment to execute command and control responsibilities.

4. Distress Organization. Area and district commanders shall organize the communication facilities in their area of responsibility and provide:

   a. Continuous radio watches on distress frequencies by as many units as necessary to provide adequate coverage. All units shall proactively respond to all distress calls received and ensure they are relayed to the appropriate CMDCEN.

b. Detailed instructions for the correct procedure for reporting and disseminating distress information.

c. Prompt dissemination of distress information to the maritime public (e.g., government, commercial, volunteers, etc.), which may be capable of providing assistance. Dissemination of distress information shall be in accordance with current public law and policy pertaining to privacy. Further details can be found in the U.S. SAR Supplement (formerly the National SAR Manual (COMDTINST 16130.2))

d. Expeditious and effective control over all Coast Guard communications within their area of responsibility to expedite traffic or to clear communication channels for distress or other emergency traffic.

B. Distress Communications.

1. Distress Call and Message. The distress call and message has priority over all other transmissions or traffic. All stations that hear it shall immediately cease transmission and continue to listen on the frequency used for the transmission of the distress until satisfied that assistance is being rendered. No transmissions are allowed to interfere with distress traffic in progress. A distress call is not addressed to a particular station and acknowledgment of receipt shall not be given before the distress call is completed. Communications watch keeping requirements and responsibilities are described in chapters 7, 8, 12 and 13.

   Note: Watchstanders may receive distress communications in a variety of forms. For example, they may call an individual Coast Guard unit on a cell phone rather than call MAYDAY on Channel 16..

2. SAR Incident Check Sheet. Use of a SAR check sheet is required. Refer to COMDTINST M16130.2 (Series) for an example of a distress check off list.

3. Distress, Emergency and Safety Systems.

   a. HF Radio Telex (SITOR). SITOR is another component of the Global Maritime Distress and Safety System (GMDSS) used for distress and safety communications. Types of traffic also include AMVER reports, meteorological observations and MEDICO messages.

b. Digital Selective Calling (DSC). DSC is another component of the GMDSS system. DSC is primarily designed as a calling mechanism to establish communications on either voice or SITOR. DSC calls are categorized as Distress, Urgency, Safety or Routine. DSC functions in the HF, MF and VHF maritime frequency bands. More detailed information concerning DSC can be found in paragraph B.6 of this chapter, Chapter 11 of this manual, the Digital Selective Calling Operations Doctrine (COMDTINST 16121.1(Series)), and the applicable Area or District directive.

c. MF/HF Radiotelephony Single Side Band (SSB).

(1) MF 2182 kHz. The international radiotelephony distress, safety, and calling frequency used by units and Emergency Position Indicating Radiobeacons (EPIRB) (only used by Japan) to request assistance. 2182 kHz shall be used for distress and urgency traffic, EPIRB signals, safety signals, Marine Information Broadcast announcements, and general calling and reply. Coast Guard units shall maintain distress related communications on 2182 kHz or shift to another mutually agreed upon working frequency after the initial distress call.

(2) HF SSB Voice. This system is used for distress and safety calls from vessels outside VHF or 2182 kHz range. Area COMMSTAs guard these channels. HF DSC will eventually replace this guard.

d. VHF Radiotelephony.

(1) 121.5 MHz. The international radiotelephony aeronautical emergency frequency. Surface vessels may communicate on this frequency for safety purposes with stations of the aeronautical mobile service. 121.5 MHz may be used by aircraft and survival craft for survival radiobeacon purposes and by Coast Guard ships to establish communications with aircraft..

(2) Channel 16 (156.8 MHz). The International VHF-FM radiotelephone distress, safety and calling frequency. Used for urgent traffic, safety signals, Marine Information Broadcasts (MIB) announcements and general calling and reply. After establishing communications, units shall shift to an appropriate working frequency.

(3) Channel 70 (156.525 MHz). The international VHF channel used for distress, urgency, safety, and calling via Digital Selective

Calling (DSC). Coast Guard shore stations (i.e., CAMS and Groups) will maintain a continuous watch on this frequency when so equipped.

(4) Channel 9 (156.45 MHz).

General. The National supplementary calling channel for noncommercial vessels and private coast stations. This channel provides relief to congestion on VHF-FM channel 16, the distress, safety and calling frequency where needed. Federal Communications Commission (FCC) regulations permit noncommercial vessels (recreational boats) and private stations to alternatively maintain a watch on channel 9 VHF-FM for call and reply purposes in lieu of channel 16. Coast Guard implementation in selected areas will be at the discretion of the District Commander. Channel 9 VHF-FM implementation will normally require the removal of one work channel in the high level, NDS site, where installed.

e. 243.0 MHz. U.S. Military emergency radiotelephone frequency used to provide communications between aircraft, ground stations or surface craft experiencing an actual emergency. Aircraft and survival craft may be using the frequency for survival radiobeacons (EPIRBs/ELTs) and to broadcast urgent or safety messages.

4. Cellular Phone Contact (*CG).

a. General. Cellular telephones are used by a number of boaters for many purposes. The Coast Guard's position on use of cellular phones is that they are not a replacement for VHF-FM; rather a reliable secondary means to contact the Coast Guard in an emergency. Several phone carriers are offering this service by establishing a special access code which boaters can use to directly contact a Coast Guard Group operations center in emergency situations.

b. Procedures.

(1) National and international organizations may propose or adopt alternative access codes, such as *16 or *SOS. The Coast Guard uses *CG as the universal cellular telephone maritime safety access code within the United States.

(2) District Commanders shall emphasize to the boating public that cellular telephones have some serious drawbacks for the mariner in distress. Even though some cellular providers will assist the

Coast Guard in identifying a caller's cell, there are no means for the Coast Guard to home in on a cellular telephone signal. Additionally, others who might be in a position to render immediate assistance cannot hear cellular telephone conversations. A lack of communications between a boater in distress and Coast Guard rescue units pose other dangers. The VHF-FM national distress system will continue to be the preferred method for distress communications with the recreational boater.

(3) District Commanders will issue appropriate procedures to units where cellular access codes are implemented.

5. Digital Selective Calling (DSC).

a. General. DSC is a technology intended to establish voice and SITOR communications via maritime radio and also to provide distress alert information to Command Centers. Safety of Life at Sea (SOLAS) convention-regulated ships have already begun using this system. DSC equipment will be installed at Groups, CAMS, Section Offices and on selected Coast Guard cutters to provide the capability to communicate with SOLAS and other DSC capable vessels.

b. DSC Procedures.

Specific DSC procedures were under review and rewrite when this manual was submitted for printing. These procedures will be incorporated into updates of the DSC Operations Doctrine (COMDTINST 16121.1) and the Coast Guard Addendum to the National SAR Manual (COMDTINST M16130.2b).

6. INMARSAT Satellite.

a. General. INMARSAT distress communications are routed to the receiving Rescue Coordination Center via the Coast Earth Station (CES). A Coast Guard Command Center may contact a ship for distress purposes by calling the COMSAT CES operator at (203) 264-9090 (Atlantic Ocean Region-West, Atlantic Ocean Region-East and Indian Ocean Region) or (805) 525-8333 (Pacific Ocean Region) and provide earth station identity, stating this is a no-charge distress call. The operator will set up the call and connect the Coast Guard by calling back. Such a call is not only no-charge, but will be made using distress priority, preempting other calls which may tie up the channel.

b. Telex. Ships may send distress and MEDICO calls to the Coast Guard Atlantic or Pacific Area Communications Center using INMARSAT-A, INMARSAT-B, or INMARSAT-C telex. Coast Guard Headquarters, Area, District and Section Operations Center may contact ships over INMARSAT-A or -C telex using distress priority through COMSAT Washington DC telex 892539 COMSAT ISMC. The first paragraph of this message shall state "Note COMSAT operator: this is a no-charge safety message to (vessel name, ship earth station identity and ocean region). Paragraph 2 shall contain the message text between "quote" and "unquote". Note that all messages over INMARSAT-C and over landline are store-and-forward and not real time.

c. INMARSAT-C distress alert messages. The INMARSAT-C ship earth station provides for transmission of a pre-formatted distress alert message similar to an EPIRB alert message. When directed to the "U.S. Coast Guard," these alert messages are routed to the appropriate Atlantic or Pacific Area communications center as described in paragraph B.7.a above.

d. INMARSAT-E EPIRB alert messages. Distress alert messages from INMARSAT-E EPIRBs activated over INMARSAT's Atlantic Ocean Region-West will be routed to the Coast Guard Atlantic Area communications center. Messages from EPIRBs activated over the Pacific Ocean Region will be routed to the Coast Guard Pacific Area communications center as described in paragraph B.7.b above. Messages will normally contain a nine digit EPIRB identity, and latitude and longitude of the vessel in distress. INMARSAT operates an EPIRB registration database. Vessel identity and other information can be obtained using the EPIRB identity from the data base, by calling INMARSAT Headquarters Network Control Center at telephone 011-4471-728-1618, facsimile 011-4471-383-5270.

C. Emergency Signals.

1. Emergency Position Indicating Radio Beacons (EPIRB).

Type	Frequency	Description
Class A	121.5/243 MHz	Float-free, automatically activating, detectable by aircraft and satellite. Coverage limited.
Class B	121.5/243 MHz	Manually activated version of Class A.
Class C	VHF Channel 70	Manually activated; operates on

		maritime channels only. Not detectable by satellite.
Class S	121.5/243 MHz	Similar to Class B, except it floats, or is an integral part of a survival craft.
Cat I	406/121.5 MHz	Float-free, automatically activated EPIRB. Detectable by satellite anywhere in the world.
Cat II	406/121.5 MHz	Similar to Category I, except is manually activated.
2182 kHz	2182 kHz	Older EPIRB used primarily by European vessels. Rarely used now.
INMARSAT-E	1.6 GHz	INMARSAT EPIRB recognized by GMDSS as equivalent to Cat I 406 MHz. Used primarily by German vessels.

Two EPIRB types are employed in the GMDSS system and these are:

a. The COSPAS-SARSAT satellite system using 406 MHz and 121.5 MHz.

b. The satellite L band (1.6 GHz) operating with the INMARSAT communications system.

2. VHF EPIRBs using Channel 70 VHF, Class A, B and S EPIRBs operating at 121.5 and 243.0 MHz emit a signal consisting of a downward sweeping tone in the range 1600-300 Hz at a sweep rate of 2 to 4 times per second. The 121.5 MHz homing signal on 406 MHz EPIRBs include an upward-sweeping tone. The EPIRB's on 2182 kHz consist of keyed emission modulated by a tone of 1300 Hz and having a ratio of the period of the emission to the period of silence equal to or greater than one and an emission duration between one and five seconds, or the radiotelephone alarm signal followed by the Morse letter B and/or the call sign of the ship to which the EPIRB belongs. The VHF-FM EPIRB transmits a brief (1.5 second) alert signal on Channel 16 (156.8 MHz) to call attention to a distress. It then transmits a longer (15 second) locating signal on Channel 15 (156.75 MHz) to allow homing or direction finding. Both signals repeat periodically. The alert signal consists of alternating tones of 2200 Hz and 1300 Hz with duration of 250 milliseconds each.

D. Terminating False EPIRB Signals.

1. Under 14 USC 88, the Coast Guard, in performing its maritime SAR mission, may perform any and all acts necessary to rescue and aid persons and protect and save property. This is interpreted as providing authority for the Coast Guard to terminate the accidental transmission of an EPIRB when such transmissions might interfere with signals from vessels or aircraft in actual distress. When sufficient effort has been made to determine that an EPIRB/ELT signal is coming from a marine craft which is not in a state of emergency, Operational Commanders should take steps to have the signal turned off. Coordinate with other agencies, particularly the FCC, to locate and silence the offending signal. If the nearest FCC field office cannot be contacted, the FCC Headquarters Watch Officer can be reached at (202) 632-6975. Signals may be turned off by the following procedures which are listed in their order of preference:

   a. Communicating to the operator that the EPIRB is transmitting and requesting to turn it off. In cases of noncompliance, warn the operator that it is a violation of federal regulations to knowingly continue to transmit; and that it could be creating a hazard to public safety.

   b. The EPIRB can be turned off if accessible without having to break into any compartment. The boarding officer can deactivate the signal by following the instructions on the device.

   c. The District Commander exercising operational control may consider further efforts to terminate the transmission if procedures discussed in a. and b. are not successful. The District Commander will use other measures if the interference caused by the signal warrants termination.

2. At the close of the incident, District Commanders should pass all available information to the nearest FCC field office by letter for follow-up action if it was one that was not emergent and the responsible vessel or person has been identified. In the event that forcible entry was directed by the District Commander under sub-paragraph D.1.c above, appropriate steps shall also be taken to safeguard the property entered and to notify the owner (see COMDTINST M2400.1 (Series)).

E. MEDICO Communications. Radio Navigational Aids, Pub 117 (Series) and ITU "List of Radiodetermination and Special Service Stations" list the commercial and government radio stations that provide free medical message service to ships. These messages should be prefixed "DH MEDICO". The commercial facilities that accept such messages without charge will deliver them only to those hospitals or stations with which they have prior

arrangement. The Coast Guard likewise accepts such messages and will deliver them to the appropriate command center.

1. The Coast Guard in providing this free medical message service is not acting as the government agency responsible for this type of service, but rather it offers its radio facilities free of charge in the same manner as the commercial facilities offers their circuits. INMARSAT provides ship-to-shore and shore-to-ship satellite service for communications relating to medical assistance.

2. DH MEDICO messages received addressed to CIRM ROMA shall be sent to COMLANTAREA or COMPACAREA for proper handling. The international phone number for CIRM ROMA currently listed in the Admiralty List of Radio Signals (ALRS) (Volume 1) is +39(0)6 592 3331.

3. In some cases DH MEDICO messages sent via commercial stations are incorrectly addressed to the Coast Guard. In such cases the message shall be forwarded immediately to the appropriate area command center advising them that the reply should be handled directly via the commercial shore radio stations which handled the original message. In any event, the Coast Guard shall not assume any charges for DH MEDICO messages. The Coast Guard is interested in all MEDICO messages since each one is a potential assistance case. Liaison must be maintained with commercial facilities to insure that the Coast Guard is kept informed of all MEDICO messages not handled via its own circuits. When a medical case develops a need for Coast Guard assistance, the messages shall be handled via Coast Guard facilities where possible. Where it is not possible to utilize Coast Guard facilities and there is a need for Coast Guard assistance, the cognizant Coast Guard officer may send DH MEDICO messages chargeable to the Coast Guard via commercial facilities.

CHAPTER 11

GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS)

A. Overview. The GMDSS was adopted by the International Maritime Organization (IMO) to improve all forms of communications (distress, urgency, safety, and routine) between vessels and shore units. Emphasis has been shifted from short-range terrestrial ship/ship alerts to long range satellite and advanced terrestrial ship/shore initial alerts. The Safety of Life at Sea (SOLAS) Convention was amended in 1988 by the IMO to require ships subject to the convention (i.e., all cargo and passenger ships of 300 gross tons or more making international voyages) to be equipped with GMDSS equipment no later than 1 February 1999. Satellite communication systems, Digital Selective Calling (DSC), radiotelex, and radiotelephone will eventually become the preferred modes of maritime communications. GMDSS allows for automatic identification, and location of vessels in distress. It is also used for dissemination and receipt of urgent, navigational, meteorological information, and marine safety information (MSI).

B. Functions. Ships equipped with GMDSS equipment must be able to perform the following functions:

1. Transmitting ship-to-shore distress alerts.
2. Transmitting and receiving ship-to-ship distress alerts.
3. Receiving shore-to-ship distress alerts.
4. Transmitting and receiving search and rescue (SAR) coordination communications.
5. Transmitting and receiving on-scene communications.
6. Transmission and receipt of locating signals.
7. Receipt of maritime safety information (MSI).
8. Transmitting and receiving general radio communications (ship-to-ship and ship-to-shore). This function is handled commercially within the U.S.
9. Transmitting and receiving bridge-to-bridge communications.

C. GMDSS Sub-Systems.

1. DSC. Digital Selective Calling (DSC) is a primary component of the GMDSS. DSC is primarily used as a calling mechanism to establish communications on either voice or SITOR. DSC calls can be Distress, Urgency, Safety or Routine. DSC is used in the MF, HF, and VHF maritime frequency bands.

a. MMSI. Each ship or shore station equipped with a DSC terminal has a unique Maritime Mobile Station Identity (MMSI). This is a nine-digit number that specifically identifies a ship, coast station, or group of stations. The first three digits of the MMSI are called the Maritime Identification Digits (MID) which indicates the registered nationality.

Distress Calls. The DSC system alerts an operator when a distress call is received. It will provide the operator with a pre-formatted message that can include the distressed vessel's 9 digit MMSI, location, nature of distress, desired mode of communication, and preferred working frequency. In compliance with the IMO and International Telecommunication Union (ITU), a coast station receiving a DSC distress alert is required to acknowledge within 2.75 minutes and then attempt to establish communications on the associated voice or SITOR frequency. Specific DSC procedures were under review and rewrite when this manual was submitted for printing. These procedures will be incorporated into updates of DSC Operations Doctrine (COMDTINST 16121.1) and Coast Guard Addendum to the National SAR Manual (COMDTINST M16130.2b).

(1) Distress Alert Voice Acknowledgment Format (Ships). Ships acknowledging a DSC distress alert on voice shall use the following format:

MAYDAY
The (name, call sign, or MMSI) of the ship in distress sent 3 times
THIS IS
The (name or call sign) of ship acknowledging distress sent 3 times
RECEIVED MAYDAY

b. Alert Cancellations. The proper method for stations or ships to cancel a false alert they have initiated is outlined below:

Stop the transmission immediately, switch to the associated voice frequency and make an "all stations" broadcast. The broadcast should indicate the name, callsign, MMSI number, and that the station is canceling the alert sent (quote distress text) with the date/time (UTC):

HELLO ALL STATIONS (repeated 3 times)
THIS IS
STATION NAME, CALLSIGN, MMSI NUMBER
The text will indicate that the station is canceling the alert sent (quote distress text) with the date/time (UTC)

Further guidance for canceling an alert can be in found in the Digital Selective Calling Operations Doctrine (COMDTINST 16121.1) and applicable Area/District SOPs.

c. DSC Urgency Broadcasts. The DSC urgency broadcast is announced on the DSC guard frequency and then transmitted on the associated voice frequency (156.8 MHz (Channel 16) VHF or 2182 MHz). The DSC urgency broadcast can be made to all stations or to an individual station. The urgency broadcast format is transmitted using standard radiotelephone procedures:

PAN PAN, PAN PAN, PAN PAN
HELLO ALL STATIONS
THIS IS
STATION NAME, CALLSIGN, MMSI NUMBER
The text of the urgency message.

d. DSC Safety Broadcasts. Coast Guard units will send a preliminary "all ships" call via DSC indicating that a safety broadcast will follow. Mariners will then be alerted to listen to the appropriate broadcast frequency. The following format will used to transmit a safety message:

SECURITE, SECURITE, SECURITE
HELLO ALL STATIONS
THIS IS
STATION NAME, CALLSIGN, MMSI NUMBER
The text of safety message.

e. Radio Checks. Radio checks via DSC are encouraged and accepted whenever possible. When conducting radio checks via DSC, the alert signal shall not be used. Over-the-air testing shall be conducted on the associated voice frequency. Testing shall not be conducted on DSC guard frequencies.

f. Guard Requirements.

(1) Coast Guard Communications Area Master Stations (CAMS) will guard 6 DSC MF/HF frequencies:

2187.5 kHz, 4207.5 kHz, 6312.0 kHz, 8414.5 kHz, 12577.0 kHz, and 16804l.5 kHz simultaneously.

(2) Coast Guard Groups (when equipped) will guard 156.525 MHz/VHF (Channel 70). Select coastal Groups (when equipped)

will guard 2187.5 kHz/MF.

(3) DSC Guard Frequencies, Voice Frequencies, and SITOR Frequencies:

DSC Guard Frequency	Associated Voice Frequency	SITOR Frequency
156.525 MHz	156.8 MHz	N/A
2187.5 kHz	2182 kHz	2174.5 kHz
4207.5 kHz	4125 kHz	4177.5 kHz
6312.0 kHz	6215 kHz	6268 kHz
8414.5 kHz	8291 kHz	8376.5 kHz
12577.0 kHz	12290 kHz	12520 kHz
16804.5 kHz	16420 kHz	16695 kHz

2. NAVTEX. A (MF) broadcast Narrow Band Direct Pprinting (NBDP) telex system for broadcasting Maritime Safety Information (MSI) to ships by automatically printing the broadcast message on the ship's receiving equipment. 518 kHz is the internationally designated frequency used to broadcast information via NAVTEX. Further information on NAVTEX can be found in Chapter 11 of this manual.

3. SITOR. Simplex Teletypewriter over Radio (SITOR) for ship/shore and shore/ship communications. It is the international standard for radiotelex. Types of communications sent via SITOR are:

   a. Ship/shore and ship/ship unclassified record message traffic.
   b. Non-voice distress communications.
   c. Message communications between cutters and foreign vessels when language or other problems inhibit voice communications (used in conjunction with International Code of Signals (IMO-994E)).
   d. Coast Guard COMMSTAs broadcast weather information and MSI via SITOR broadcast frequencies.

4. INMARSAT A (analog) and INMARSAT B (digital). Provides ship/ship, shore/ship and ship/shore communications utilizing geostationary satellites and operates in the 1.5 to 1.6 GHz bands. Subscribers have access to their national and international public switched telephone network (PSTN) and public switched data network (PSDN). Refer to Chapter 5 of this manual and COMDTINST 2050.1 for further information on INMARSAT.

5. INMARSAT C. A character based, digital satellite, store and forward, communications messaging system. This system does not handle voice

communications. Refer to Chapter 5 of this manual and COMDTINST 2050.1 for further information on INMARSAT.

6. Voice Broadcast. Radiotelephone transmissions of Maritime Safety Information (MSI) in the VHF, MF and HF frequency bands that include weather, NTMs, MARBs, and ice reports.

7. Search and Rescue Transponder (SART). Used for locating survival craft in the 9 GHz frequency band. Unique signals (swept frequency) are generated for interpretation only after being triggered by ship or aircraft radar. Range is determined by the altitude of SAR aircraft and the height of the SART antenna. An audible alarm or light is activated when a rescue ship or aircraft is within close range. Battery capacity should be at least 96 hours.

8. Emergency Position Indication Radio Beacon (EPIRB). The signal transmitted by the EPIRB is received by polar orbiting COSPAS-SARSAT satellites (COSPAS: Space System for Search of Distress Vessels/ SARSAT: Search and Rescue Satellite-Aided Tracking). COSPAS-SARSAT is an international satellite based search and rescue system established by the United States, Russia, Canada, and France to locate emergency radio beacons transmitting on the frequencies 121.5 MHz, 243 MHz, and 406 MHz. EPIRBs transmit on 406 MHz and may be activated either manually or automatically when "floating free" during an emergency. Further information on EPIRBs can be found in the Radio Frequency Plan (COMDTINST 2400.1 (series)). There are two types of EPIRBs used in the GMDSS system:

   a. COSPAS-SARSAT satellite system using 406 MHz and 121.5 MHz (use for homing only).

   b. INMARSAT E - The satellite L band (1.6 GHz) which operates with the INMARSAT communications system.

D. GMDSS Coverage Areas. GMDSS consists of four distinct coverage areas, designated Sea Areas A1 through A4. Each of these areas has different equipment carriage requirements. GMDSS Sea Areas A3 and A4 became effective on 1 Feb 99 by international agreement. The decision to declare Sea Areas A1 and A2 operational is the decision of each signatory nation of the SOLAS Convention. The United States intends to declare both Sea Areas A1 and A2 at some future date. GMDSS Sea Area descriptions are as follows:

   a. Sea Area A1: VHF-FM Range - Coastal Area to approximately 20 miles offshore within the radiotelephone coverage of at least one VHF coast station with continuous DSC alerting capabilities. Sea Area A1

must be declared effective by a signatory nation.

b. Sea Area A2: MF Range - The area beyond VHF-FM coverage to approximately 100 miles offshore within the radiotelephone coverage of at least one MF station with continuous DSC alerting capabilities. Sea Area A2 must be declared effective by a signatory nation.

c. Sea Area A3: INMARSAT - Generally defined as the area covered by the INMARSAT system between 70N and 70S. Sea Area A3 includes Sea Areas A1 and A2 unless the vessel is operating in Sea Area 4.

d. Sea Area A4: Beyond Areas A1, A2, and A3. Generally defined as the regions north of 70N and south of 70S.

E. Coast Guard Implementation of GMDSS Equipment. United States military vessels are not required by SOLAS agreement to carry GMDSS equipment. However, Coast Guard cutters will need GMDSS compatible equipment in order to communicate with GMDSS compliant vessels, conduct on-scene communications, and relay distress calls to shore stations. Selected Coast Guard vessels, CAMS, and Groups will have various components of GMDSS equipment depending on the Sea Area in which they operate or provide communications support. Areas will indicate specific equipment installations at their respective units in their appropriate appendix to Annex Kilo of their SOP.

CHAPTER 12

MARINE INFORMATION BROADCASTS/MESSAGES

A. Policy.

1. General. The Coast Guard transmits urgent and safety messages and scheduled Marine Information Broadcasts (MIB) as required. Stations designated to make regularly scheduled broadcasts are listed in the Coast Guard Radio Frequency Plan (COMDTINST M2400.1 (Series)). In general, these transmissions will include information vital to the maritime community operating in or approaching the coastal waters of the United States, including Alaska, Hawaii, Guam, and the Caribbean. Weather warnings are transmitted as a Safety Broadcast from all VHF-FM sites indicated by district telecommunications plans. Where Coast Guard VHF-FM high level sites cover approximately the same geographical area as National Weather Service VHF-FM sites, the Coast Guard will not broadcast weather forecasts on VHF-FM. The Coast Guard does, however, retain the broadcast responsibility for weather warnings. In instances where the Coast Guard does not broadcast scheduled weather forecasts, initial weather warnings must be extracted from forecasts and broadcast upon receipt as a safety message. Additional broadcasts are outlined in Coastal Weather Program (COMDTINST M3140.3 (Series)). Message formatting requirements for broadcast notices to mariners of any type are included in the Coast Guard Aids to Navigation Manual - Administrative (COMDTINST M16500.7 (Series)).

2. Urgent Messages. The urgency signal shall precede an urgent message broadcast. Urgent messages concern the safety of a ship, aircraft, other vehicle, or the safety of a person. The urgency signal shall not be used to broadcast weather.

3. Safety Messages. The safety signal shall precede a safety message broadcast. Safety messages contain important navigational or meteorological warnings. Safety broadcasts shall be made only when the information is so important to the safety of navigation that a delay in its dissemination would create a hazard to shipping. Each safety message will normally consist of only one subject.

4. Scheduled Broadcasts. Scheduled MIBs may include Notice-to-Mariners (NTM), hydrographic information, storm warnings, advisories, and other important marine information. Safety and urgent messages that remain in effect at the next scheduled broadcast shall be repeated. Area and district commanders shall coordinate their broadcast times to minimize

interference problems. Commandant (G-SCT) shall be advised of any changes so that broadcast listings may be kept current. Area commanders shall publish scheduled MIB product content and broadcast times for CAMS and Commstas in their respective Annex Kilo.

5. Duration of Broadcasts. Textual length of messages for broadcast shall be kept to a minimum consistent with the need to pass important information. The transmission duration of urgent messages on International Distress and Calling frequencies (2182kHz and Channel 16) shall not exceed one minute. An appropriate working frequency will be used to transmit messages requiring more time for transmission.

6. Abbreviations. In order to reduce the broadcast time of MIBs, the originator in accordance with the Coast Guard Aids to Navigation Manual - Administrative (COMDTINST M16500.7 (Series), shall use readily recognizable abbreviations. The following exceptions apply:

   a. When broadcasting National Weather Services (NWS) information, the exact text as received from the NWS shall be transmitted.

7. Cancellations. It is the responsibility of the originator to cancel messages when action is no longer necessary. Instituting local procedures for review and cancellation shall minimize broadcasts of NTMs over extended periods. Urgent messages always require a cancellation message.

8. Summary of Broadcast Requirements. Radiotelephone and NAVTEX broadcast scheduling guidance is outlined in Table 11-1.

B. Format of Marine Information Broadcasts (MIB) and Messages.

1. Urgent Marine Information Message.

   a. Radiotelephone:

      (1) 2182 kHz and/or VHF-FM Channel 16. PAN-PAN (3 times) (Pronounced "Pahn-Pahn") HELLO ALL STATIONS THIS IS (voice call sign twice) (brief identifying data) LISTEN (2670 kHz or Channel 22A) OUT

      (2) 2670 kHz and/or Channel 22A. PAN-PAN* (3 times) HELLO ALL STATIONS THIS IS (voice call sign twice) break (text) break THIS IS (voice call sign once) OUT

b. Cancellation Message:

(1) Radiotelephone. PAN-PAN HELLO ALL STATIONS HELLO ALL STATIONS HELLO ALL STATIONS THIS IS (voice call sign once, date and time of message and brief identifying data on cancelled urgent traffic) CANCEL PAN-PAN THIS IS (voice call sign once) OUT

2. Safety Marine Information Message Format.

a. Radiotelephone:

(1) 2182 kHz and/or VHF-FM Channel 16. SECURITE* (3 times) (Pronounced "SAY-CUR-I-TAY") HELLO ALL STATIONS THIS IS (voice call sign twice) COAST GUARD MARINE INFORMATION BROADCAST (or) HURRICANE ADVISORY/STORM WARNING/THUNDER-STORM WARNING. LISTEN (2670 kHz or Channel 22A) OUT

(2) 2670 kHz and/or Channel 22A. SECURITE (3 times) HELLO ALL STATIONS THIS IS (voice call sign once) break (text) break THIS IS (voice call sign once) OUT

3. Scheduled Broadcast Format.

a. General.

(1) No preliminary announcement is made for HF broadcasts.

(2) When no information is to be transmitted during a scheduled broadcast, the station shall make the following transmission after the call: "NO MARINE INFO BROADCAST THIS SCHEDULE".

b. Radiotelephone.

(1) 2182 kHz and/or VHF-FM Channel 16. HELLO ALL STATIONS (3 times) THIS IS (voice call sign twice) COAST GUARD MARINE INFORMATION BROADCAST LISTEN (2670 kHz and or Channel 22A) OUT

(2) 2670 kHz and or Channel 22A. HELLO ALL STATIONS (3 times) THIS IS (voice call sign once) break (text) break THIS IS (voice call sign once) OUT.

C. Other Broadcasting Procedures. To ensure proper transmission, the following precautionary measures and procedures shall be followed:

1. Small Craft Advisories shall only be broadcast by radiotelephone.

2. Radiotelephone broadcasts shall be made at a normal conversational speed but with the more important and more difficult portions (e.g., geographical coordinates of storms, forecast winds etc.) sent at reduced rate to enable users to write down this information. Good diction is essential and the text shall be read in phrases rather than word by word.

3. Voice positions should be equipped with a system to mute the receiver when the microphone is keyed. Receivers not so equipped should be adjusted to minimize feedback.

4. Every effort shall be made to ensure broadcasts start on time and do not exceed authorized time periods.

5. NAVTEX, HF SITOR, HF Facsimile, INMARSAT SafetyNET and HF voice broadcasts shall be monitored continuously for quality as assigned by the Communications Area Master Station.

D. Navigational Warning System (NAVTEX).

1. Description. NAVTEX is a system for broadcasting notices to mariners, weather warnings and forecasts, ice warnings and other marine information on the internationally designated frequency of 518 kHz, by automatic printout from a dedicated receiver. NAVTEX coverage shall be reasonably continuous up to 200 nautical miles, plus additional coverage in selected areas and has a communication reliability goal of 95%. NAVTEX operational requirements are described in the NAVTEX Manual, International Maritime Organization MSC Circular 416. NAVTEX receivers are used on merchant and passenger vessels, offshore fishing vessels and pleasure vessels. Messages intended for broadcast over NAVTEX shall be formatted in accordance with the Coast Guard Aids to Navigation Manual - Administrative (COMDTINST M16500.7 (Series)).

2. Administration. Area Commanders are the NAVTEX coordinators. They shall ensure broadcasts are reliable, on schedule, within the prescribed duration, and without interference. They are responsible for planning and revising NAVTEX station broadcast schedules and also coordinating schedules with foreign NAVTEX stations. Commandant (G-SCT) is the national NAVTEX coordinator, responsible for international coordination and registration of NAVTEX

TRANSMITTER, SUBJECT IDENTIFIERS (B1B2), schedules, duration and coverage.

3. Message Format. The format for all messages must be in accordance with the following:

   a. ZCZC B1B2B3B4 (Message date-time-group (DTG) or series identity and consecutive number) (Message text) NNNN.

   b. Care must be followed to avoid errors of syntax in the groups "ZCZC", "B1B2B3B4", and "NNNN", as they will cause receivers to operate incorrectly and may result in the loss of a vital message.

   c. The transmitter identification character "B1" is a single unique letter which is allocated to each NAVTEX broadcast site (COMMSTA, GANTSEC, and MARSEC), assigned by Commandant (G-SCT). COMMSTAs shall be assigned additional identification characters for broadcasts made from remote antenna sites.

   d. The receiver uses the subject indicator character "B2" to identify different classes of messages listed in Table 11-2. As a minimum, subject indicator characters A, B, D and E shall be used. The Area Commander shall approve use of subject indicators M-Y.

   e. NAVTEX broadcast sites shall allocate a "B3B4" serial number from 01 to 99, for each message within a subject group. These numbers are assigned sequentially and have no relationship to Notice to Mariners or other numbering schemes. After using 99, numbering will recommence at 01. Avoid the use of message numbers still in force. A shortage of numbers may be alleviated by the allocation of messages to other relevant subject groups. For example, "B2"=L may be used for additional navigational warnings, to receive the overflow from "B2"=A when necessary. Note however that NAVTEX receivers can reject "L" messages but cannot reject "A" messages. The number "B3B4"=00 shall only be used where mandatory printing of messages (e.g., repeated messages) on receivers is required.

   f. The message DTG or series identity and consecutive number (e.g., District Notice to Mariners number) shall be placed as the first line of each NAVTEX message, and shall be immediately followed by a carriage return / line feed. "NNNN" shall be a separate line at the end of each message.

4. Broadcast Schedule. Broadcast schedules for North America will normally be six times a day, with a maximum duration of 40 minutes. In cases where a broadcast is expected to exceed 40 minutes, the following procedure shall be followed. All new messages must be transmitted during the first 40 minutes. The broadcast may exceed beyond 40 minutes if there is no other station in the area scheduled for that period, or if the station scheduled for that period gives permission to continue broadcasting. If permission to exceed 40 minutes is denied, then messages not transmitted shall be broadcast during the next period, immediately after all urgent and new messages and before repeated messages.

5. Priority Message Handling. Three message priorities are used to dictate the timing of the first broadcast of a new warning in the NAVTEX service. In descending order of urgency they are:

VITAL	- for immediate broadcast
IMPORTANT	- for broadcast at the next available period when the frequency is unused
ROUTINE	- for broadcast at the next scheduled transmission

   a. The priority marking is a procedural instruction to the COMMSTA, not normally broadcast. The message originator immediately before the NAVTEX message header will designate the priority marking. The priority marking VITAL is to be used only in cases of extreme urgency, such as some distress alerts.

   b. On receipt of a VITAL warning, the NAVTEX transmitting station shall immediately monitor the NAVTEX frequency. If the frequency is clear, the VITAL message will be transmitted at once. If the frequency is in use, the operator will identify and contact the broadcasting station, asking that they break transmissions long enough to allow the sending of the VITAL message.

   c. Messages bearing the priority marking IMPORTANT are to be broadcast during the next available period when the NAVTEX frequency is unused. This is to be identified by monitoring the frequency. This level of priority will normally be used for URGENT messages, including initial broadcasts of weather warnings and current navigational warnings.

   d. ROUTINE messages are to be broadcast at the next scheduled transmission after receipt at the CAMS or COMMSTA. This is the

normally used precedence, used for such messages as weather forecasts and repeats of navigational warnings.

6. Information Control. Messages are sent in the order received and in priority order, with all new messages going before old messages received but not previously broadcast. The last messages sent are those broadcast during the previous schedule. The canceled message shall be removed from the broadcast in which the corresponding cancellation message appears, and then cancellation message shall be removed after the broadcast.

   a. Forward Error Correcting (FEC) idle signals shall be transmitted between each NAVTEX message to allow NAVTEX receivers to re-synchronize.

   b. Navigational warnings broadcast on NAVTEX normally include District Local Notices to Mariners and other information designated by the District. They normally do not include local warnings, detailed information on aspects that the oceangoing ship normally does not require, or NAVAREA, HYDROLANT OR HYDROPAC originated by the Defense Mapping Agency Hydrographic Topographic Center (DMAHTC). Warnings are normally repeated at every scheduled transmission for as long as they remain in force. Negative tidal surge the tsunami warnings with normally are the subject of navigational warnings, broadcast upon receipt and at subsequent scheduled transmissions. In cases where NAVTEX broadcasts from one CAMS or COMMSTA covers more that one district, or is broadcast from more that one transmitting site, separate "B1" transmitter identification characters shall be used.

   c. Hurricane, typhoon, storm, tsunami, and gale warning shall be broadcast upon receipt and if not included in a forecast in time for the next broadcast period, at the next routine schedule only. Offshore and if appropriate high seas weather forecasts will normally be broadcast twice each day.

E. Marine Information Broadcast and Service Changes/Casualties.

1. General. It is essential that the Coast Guard notifies the maritime community of changes or outages in distress and safety related services. This notification shall include distress watch keeping and broadcasts of maritime safety information.

2. Procedures.

   a. Changes, casualties and casualty corrections concerning the following services shall be sent to the applicable Coast Guard CAMS, COMMSTA, or Group for broadcast as a Notice-To-Mariner (NTM) in accordance with (COMDTINST M16500.7 (Series)):

      (1) Group 2182 kHz/channel 16 VHF-FM watch keeping.

      (2) Safety broadcast on 2670 kHz/channel 22A.

      (3) District and Group operations Center emergency telephone.

      (4) VHF/MF/HF DSC capabilities

   b. Changes, casualties and casualty corrections concerning the following CAMS or COMMSTA services shall be sent to DMAHTCNAVWARN Washington DC for broadcast to NAVAREA IV (Atlantic), NAVAREA XII (Pacific), HYDROPAC (Guam), or HYDROLANT Navigation Warning:

      (1) NAVTEX broadcasts.

      (2) HF RadioTelex (SITOR), HF voice and HF Facsimile (Ice and Weather) broadcasts.

      (3) HF Radiotelex (SITOR) On-Call, HF Single sideband voice (SCN) guards.

      (4) Area Operations Center emergency telephone and telex numbers.

   c. In cases where district and area operations centers are affected, notify:

      (1) COMSAT Washington DC, COMSAT Mobile Communications Santa Paula, CA and Southbury, CT via Telex/INMARSAT.

      (2) IDB Mobile Rockville, MD, Sunol, CA and Staten Island, NY via Telex.

      (3) INMARSAT London UK

   d. GANTSEC NAVTEX broadcast casualties and changes shall be sent to DMAHTC.

e. District commanders shall publish in Local Notice to Mariners, if change or casualty is expected to last more than 7 days.

F. INMARSAT-A All-Ships Telex Search and Rescue Broadcasts.

General. Shore-to-ship distress and search and rescue telex broadcasts may be made at no charge to all INMARSAT-A equipped ships in a particular INMARSAT ocean region. Broadcasts shall be limited to those cases involving grave and imminent danger, where no other broadcast means is available for the intended purpose.

G. Marine Information Broadcast (MIB) Monitoring Program.

1. Definition. The term MIB includes all information required for navigational purposes, (e.g., weather, ice, oceanographic, and hydrographic). CAMS shall monitor all United States MIBs on a random basis at least weekly. MIB quality control is concerned with three elements:

   a. Transmission quality, particularly the communications procedures.

   b. Product quality, formats, and content.

   c. Availability to the user (e.g., the schedule and the geographic coverage which is dependent primarily on the frequencies and antennas utilized for the broadcast).

2. Program Description.

   a. Area Commanders shall establish a monitoring program with the goal of improving MIB communications procedures. The monitoring program will be conducted on a not-to-interfere basis with operational commitments, but will be placed above routine administrative matters. Area Commanders shall also establish customer feedback programs for all MIBs (e.g., 1-800 numbers and Internet Web pages).

   b. All communication facilities making MIBs shall establish a program to review the broadcast for content, format, broadcast time, proper frequency, and antenna selection (to reach the desired area of geographic coverage). "SERVICE TO THE MARINERS" shall be the guiding principle in this review. Suggestions for improvements in content or format shall be submitted to the originating agency. Suggestions for changes in broadcast time, frequencies, or for equipment shall be submitted to the immediate operational senior.

RADIOTELEPHONE & RADIOTELETYPE BROADCASTS

TYPE	**Distress Voice** 2182kHz (MF) 156.8mHz (VHF Channel 16)	**MF Voice Working** 2670kHz	**VHF Voice Working** 157.1mHz- (Channel 22/22A)	**Distress NBDP NAVTEX** 518kHz
Scheduled Broadcasts	As scheduled	As scheduled	As scheduled	As scheduled
Safety Broadcast	Preliminary Announcement (Note 1, 3)	D E H	B E H	G E H IMPORTANT
Urgent Broadcast	Preliminary Announcement (Note 1, 2, 3)	A C F H	B C F H	G F H VITAL
Urgent Cancellation	Preliminary Announcement (Note 1, 2)	D	B	G VITAL

A: *Upon receipt, unless within 10 minutes of next silent period.
B: *Upon receipt.
C. *Every 15 minutes for a 1 hour period.
D. *First silent period after receipt.
E: Repeat next scheduled broadcast, unless canceled.
F: Repeat on scheduled broadcasts until canceled.
G: At first available period after receipt when frequency not in use.
H: Additional broadcasts as directed by originator.

*47 CFR 80 (Section 80.301c) states "Except for distress, urgency or safety messages, coast stations must not transmit on 2182 kHz during the silence periods for three minutes twice each hour beginning at x h.00 and x h.30 Coordinated Universal Time (UTC)."

Note 1: In cases where distress , urgent, or safety broadcasts are initiated during the silent period, the broadcast shall commence during the last 15 seconds of the silent period. This delay will allow transmission of new distress calls or signals on 2182 kHz. This note does not apply to preliminary announcements transmitted on Channel 16. There is no silent period on Channel 16.

Note 2: Broadcast on 2182 kHz or Channel 16 if less then one minute long. Otherwise, Note 3 applies.

Note 3: Preliminary announcement on Distress frequency - Continue on working frequency.

Table 12-1

NAVTEX SUBJECT INDICATOR CHARACTERS

A = Navigational warnings *

B = Meteorological warnings

C = Ice reports

D = Search and Rescue information

E = Meteorological forecasts

F = Pilot service messages

G = DECCA Navigator messages

H = LORAN messages

I = OMEGA and differential OMEGA messages

J = SATNAV (e.g.,Transit and GPS) messages

K = Other radio-navigation service messages

L = navigational warnings - additional to letter

V, W, X, Y = Special services & trail allocations

Z = No messages on hand, or request for comments on broadcasts

(*) Cannot be rejected by receiver.

Table 12-2

CHAPTER 13

COMMUNICATION AREA MASTER STATIONS & COMMUNICATION STATIONS

A. Communication Area Master Stations (CAMS) & Communication Stations (COMMSTAs). The requirements of this chapter are intended to be flexible. The number of positions provided and manning shall be consistent with the telecommunication requirements placed on the individual station. The Commanding Officer may combine positions or expand manning levels of individual positions in response to a change in operational requirements.

1. CAMS: Each Area Commander has one CAMS which operates as part of the CGTS (CAMSPAC Pt Reyes CA and CAMSLANT Chesapeake VA). The CAMS provide rapid, reliable, and secure communications support and services to Coast Guard operational commanders, military organizations, other government agencies, and civilian organizations throughout the world. Each CAMS is capable of providing one hour restoration of the other CAMS remoted services in the case of a major system failure.

2. COMMSTAs. COMMSTA sites are remoted to their respective CAMS with the exception of COMMSTA Kodiak, which operates independently. There are no communication operators or operational functions performed manually at these remote sites. Each COMMSTA (less COMMSTA Kodiak) maintains MF/HF resources, remotely controlled by the CAMS.

B. CAMS/COMMSTA Kodiak Watch Positions.

1. Communications Watch Officer (CWO). The CWO is the direct representative of the Commanding Officer and is responsible for the effective and efficient performance of the unit's operational mission. The CWO's primary duty is to ensure the adequacy of resources to fulfill operational telecommunications requirements and assign tasks to meet these requirements within the telecommunications watch.

2. Watch Supervisor. The supervisor is responsible for monitoring and controlling each of the watch positions. The supervisor's primary duties are to instruct, guide, direct and assist other operators on watch.

3. Technical Control. This position provides supervision of all equipment selection and conducts performance monitoring. The technical controller also coordinates communications between the CAMS and the remote sites. The technical controller is also responsible to provide operational

Information Resource Management (IRM) support to all local and remote computer and network systems during the watch. The Technical Controller should not normally be tasked with any operational guard requirements.

4. Broadcast. This position is responsible for formatting, initiating and monitoring on Navigational Warning System (NAVTEX), Weather Facsimile (FAX), International Ice Patrol FAX, Voice, and Simple Information Transmitted over Radio (NBDP-SITOR) broadcasts.

5. Air-Ground. This position provides voice communications for aircraft in both secure and non-secure modes. Specifically, High Frequency Secure Air-Ground (HF-SAG), Secure Satellite, and HF non-secure.

6. Ship-Shore. This position is responsible for Secure High Frequency (HF) Radio Teletype (RATT), Secure High Frequency Data Link (HFDL), Secure Satellite Radio Teletype (SATRATT) and Non-Secure HF NBDP-SITOR circuits.

7. Secure Voice. This position provides secure voice communications for Ship-Shore. Specifically, HF Secure Voice Network (SVN) and Satellite Secure Voice (SATVOICE).

8. Network Management. This position is responsible for reviewing, correcting, forwarding and storage of all classified and unclassified messages processed by CAMS telecommunication systems.

9. Digital Selective Calling (DSC). This position is an integral part of the Global Maritime Distress and Safety System (GMDSS) and is used primarily for distress alerting and coast station calling with information for organizing routine radiotelephone traffic. The position continuously guards 5 HF and 1 MF frequency from each remote site.

C. General Monitoring Policy.

1. CAMS shall monitor frequencies designated by the Area Commander at prescribed intervals to provide an adequate sampling of communication traffic to:

   a. Ensure the quality and effectiveness of (CGTS) offshore broadcast services are maintained. This includes all Medium Frequency (MF) and High Frequency (HF) broadcasts originated within the Area COMMSYS.

   b. Identify and measure the frequency of any foreign or domestic radio

station operating on or adjacent to Coast Guard frequency assignments causing harmful interference to Coast Guard operations.

c. Evaluate any interference heard and forward recommendations to the Area Commander for eliminating such interference.

d. Measure and report Coast Guard units that are exceeding prescribed frequency tolerances.

e. Report procedural violations, poor operating practices, or other infractions of either the Coast Guard Telecommunications instructions or the current International Telecommunications Union (ITU) Radio Regulations.

f. Evaluate traffic loads on Coast Guard frequencies and make recommendations for maximum efficiency of frequency utilization.

CHAPTER 14

VESSEL TELECOMMUNICATIONS

A. Shipboard Communication Watches.

1. Specific Duties. Specific duties of personnel assigned to communication watches vary in accordance with the size, location, and mission of the cutter. The Commanding Officer is required to issue instructions to implement the communication watch requirements of this chapter.

2. Radio Watch Requirements. Cutters with TCs aboard shall maintain watches in accordance with the following:

   a. Three or more TCs. A continuous watch when underway, at anchor, or moored where landline communications are not available.

   b. One or two TCs. Watches shall be scheduled in accordance with the current edition of International Telecommunications Union (ITU) Regulations while underway, at anchor, or moored where landline facilities are not available. The servicing shore communication facility shall be kept informed of the actual watch hours.

   c. Cutters in Port. Where telephone or other adequate communications are available, communications watches shall be at the discretion of the Operational Commander.

   d. Cutters traveling in company may share the communications guard.

3. Visual Watch Requirements. The specific assignment of personnel as visual communications watchstanders shall be at the discretion of the Commanding Officer or as directed by the Operational Commander. The extent of training received by bridge watchstanding personnel shall be such that the cutter is capable of responding to all forms of visual communications for which it is equipped.

B. Radio Frequency Guard.

1. Frequencies Guarded. Coast Guard frequency guards for cutters are based on laws, regulations, treaties or international agreements, the requirements of the Operational Commander, the number of Telecommunications Specialists assigned onboard, and the mission of the cutter. Table 14-1 shows the minimum frequency guard requirements. If a cutter is not suitably manned, the Operational Commander shall be notified and corrective action, if required, initiated.

Under special circumstances, the Operational Commander may authorize deviations from Table 13-1 on a temporary case-by-case basis to meet operational requirements. In granting exceptions, the Operational Commander shall take into consideration that many of the guards listed are required by law or international treaty or agreement. Voice radio guards shall be maintained on the bridge and in CIC/CSC whenever possible; only those transmission modes requiring Telecommunications Specialist skills are to be maintained in Radio. The following explanations, which are referenced by Table 14-1, are provided:

a. VHF-FM equipped cutters shall guard Channel 16 (156.8 MHz) and DSC Channel 70 (156.525 MHz) when underway, except when exchanging communications on other VHF-FM channels.

b. 2182 kHz guards shall be on Upper Sideband (USB), but Amplitude Modulation Equivalent (AME) capability must be retained to respond if a Double Sideband (DSB) call is received. Cutters operating within enclosed bodies of water need not maintain this guard.

c. Vessels less than 82 feet in length shall not normally be required to guard more than two frequencies simultaneously. If a situation requires guard of three frequencies simultaneously, an installed homer or direction finder may be used as a guard receiver.

d. The channel assignments of cutter based VHF-FM and MF/HF equipment shall be based upon the operational mission of the cutter, and shall be established by the Area or District Commander.

2. Bridge-to-Bridge Radiotelephone.

a. Participation. Commanding Officers, Officers-in-Charge, and conning Officers shall be familiar with the Vessel Bridge-to-Bridge Radiotelephone Act. The following Coast Guard cutters shall participate:

(1) Cutters 100 feet and longer while operating upon the navigable waters of the United States.

(2) Buoy tenders, buoy boats, aids to navigation boats or any other vessel 26 feet or longer engaged in or near a channel or fairway in operations likely to restrict or effect navigation.

(3) Vessels 26 feet or longer engaged in towing.

(4) All cutters shall utilize Channel 13 for the exchange or

monitoring of navigational information as directed by mission requirements or wherever required to assure safe navigation.

3. Interpretation of Vessel Bridge-to-Bridge Radiotelephone Act.

   a. The Bridge-to-Bridge frequency is VHF-FM Channel 13 (156.650 MHz).

   b. The Act's regulations state in part that Bridge-to-Bridge Radiotelephone is for the "exclusive use of the master or person in charge of the vessel, or the person designated by the master or person in charge to pilot or direct the movement of the vessel". For Coast Guard policy purposes, this may be the Commanding Officer, Officer-in-Charge, conning officer, Officer of the Deck (OOD) if actually directing the movement of the vessel (has conning officer duties), or Pilot (if applicable). This function cannot be delegated to QMOW, JOOD or anyone else.

   c. A voice log is required for Coast Guard cutters only if that class cutter is required to maintain a radio log in accordance with Chapter 9 of this manual. One log may be used to record all VHF-FM transmissions. A Non-Coast Guard Operational Commander may require separate logs while a cutter is under its control.

   d. Channel 13 need not be guarded while actually transmitting on another VHF-FM channel. This guidance shall be considered Coast Guard policy to allow normal operation of muting circuits.

   e. Failure of the installed Bridge-to-Bridge radiotelephone(s) alone is not sufficient cause for non-participation. When a need arises, a portable radio may be used as the Bridge-to-Bridge radiotelephone.

   f. The Bridge-to-Bridge radiotelephone frequency is to be used only to transmit and confirm the intentions of the vessel and any other information necessary for safe navigation.

   g. Unless the normal use of the Bridge-to-Bridge radiotelephone installation demonstrates that the equipment is in proper operating condition, a test communication for this purpose shall be made prior to getting underway and each day that the cutter is navigated. If the equipment is found not to be in proper operating condition, the Commanding Officer shall be notified immediately.

C. Communication Shifts. Communications shift messages shall be submitted in accordance with NTP-4 or Operational Commander's Standard Operating

Procedures (SOP).

D. Boat Operations.

1. "Operations Normal" or Position Reports. "Operations normal" or position reports are required for all boats as defined in Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2(Series)). Boats underway shall establish communications contact with a Coast Guard shore station at least every sixty (60) minutes for an "operations normal" or position report. The Operational Commander may modify this reporting requirement if a situation dictates. A shore station losing contact with a boat is responsible for reestablishing communications with the boat directly or through another station. Area and District Commanders are authorized to publish additional guidance concerning alert procedures for lost communications. Any communications with a boat shall serve to begin a new period for the purpose of making the next "operations normal" or position report.

2. Exceptions. Boats underway operating under the following conditions are exempted from the "operations normal" or position report requirement with a shore station:

   a. When maintaining communications with an On-Scene Commander (OSC) in conjunction with a Search and Rescue (SAR) mission. The boat shall make the required reports to the OSC. A boat engaged in a SAR mission and reporting to an OSC should shift its telecommunications guard to the OSC until released from the SAR mission.

   b. When instructed by proper authority to maintain radio silence. In any case of contemplated radio silence, the shore station shall be so advised and radio contact reestablished as soon as practicable.

   c. When maintaining a communications watch schedule in accordance with paragraph 14.A.2.b.

E. Coastal Harbor and High Seas Radiotelephone Service. Coast Guard cutters are authorized to use the Coastal Harbor and High Seas Radiotelephone Service. Detailed instructions for the use of ship-to-shore telephone services are contained in NTP-4. Additional equipment allowances are not authorized.

F. Visual Communications Procedures.

1. General Visual Procedures.

a. The procedures prescribed in the INTERNATIONAL CODE OF SIGNALS (For Visual, Sound, and Radio Communications), PUB. NO. 102, shall be used when exchanging calls with ships of unknown registry, merchant ships and non-allied ships.

b. Many of the prosigns prescribed for visual signaling between allied naval vessels in ACP-130 are either not recognized in PUB. NO. 102 or have different meanings and shall not be used when signaling ships of unknown registry and non-allied naval ships. It is possible that a serious international situation could result through misinterpretation.

c. When the identity of an unknown ship has been established as Coast Guard, Navy, or as an allied naval vessel, the visual signaling procedures in ACP-130 may be used provided no possible confusion could arise on board other vessels in the vicinity.

2. Flashing Light.

a. Directional flashing light is the term applied to the transmission of signals by a narrow beam of light such as a signaling searchlight. Non-directional flashing light is the term applied to the transmission of signals in all directions by a signal light such as the yardarm blinker. In order to reduce the probability of interception, directional flashing light shall be the primary method of flashing light communications. Non-directional flashing light shall be considered the secondary means of flashing light communications and used in situations where the signaling unit desires to signal more than one addressee at a time.

b. Unofficial signaling between operating personnel of Coast Guard ships and stations, using the operating signal ZWC (meaning operator-to-operator), as a means of maintaining and increasing operator proficiency is encouraged. Although there should normally be no objection to such unofficial signaling in peacetime, such signals shall not be originated or answered without the permission of the Commanding Officer.

c. Between sunset and sunrise 12 inch searchlights shall be fitted with a suitable filter and a reducer, except when use of unfiltered light is necessary. When using colored filters, due consideration shall be given to the following:

(1) Light from other than a red filter will materially reduce the night vision of those at whom the light is directed.

(2) Red or green filters must be used with caution so as not to override or be mistaken for the sidelights of a ship when underway.

3. Flaghoist. Unless directed otherwise by competent authority, ships entering or leaving port during hours of daylight shall display their international call sign on the inboard port yardarm.

4. Maintenance of Visual Records. When maintaining a visual signal watch, units shall maintain a visual communication record in accordance with Chapter 9 of this manual.

MINIMUM RADIO FREQUENCY GUARDS							
Vessel Class	**156.525 MHZ (DSC CH 70) Note 1**	**2182 KHZ (2183.4) Note 1**	**121.5 MHZ 243.0 MHZ**	**156.8 MHZ (CH 16) Note 1**	**156.65 MHZ (CH 13) Note 1**	**VTS AS REQ Note 1**	**Command & Control**
Continuously manning 2 or more TC positions (WHEC & WMEC)	X	X	X	X	X	X	X
Continuously manning 1 TC position (WMEC)	X	X		X	X	X	X
Standing 1 or 2 TC watch schedule (WIX & WLBs in D14/17)	X	X		X	X	X	
Remaining vessels 87' and larger with no TCs on board		X		X	X	X	X
Vessels under 87' and over 26'				X	X	X	X
Vessels 26' and under	AS REQUIRED BY THE OPERATIONAL COMMANDER						
Note 1: Frequency guard on the bridge or CIC/CSC							

Table 14-1

CHAPTER 15

AIRCRAFT TELECOMMUNICATIONS

A. Scope and Applicability of Publications. Unless modified herein, all aircraft communications will follow the principles and forms of communications as prescribed in this publication, pertinent Allied and Joint (ACP/JANAP) publications, Commandant and Area Commander Instructions, International Civil Aviation Organization (ICAO), and Federal Aviation Agency (FAA) publications.

B. Communications.

1. Establishing Communications. Aircraft shall establish communications with an aeronautical station within five (5) minutes after takeoff. An aeronautical station is defined as a land station in the aeronautical mobile service and includes civilian air traffic controls (ATC), Coast Guard stations or other military facilities. When a communications guard is assumed by a Coast Guard station, the station assuming the guard will ask the Aircraft Commander how many persons onboard and where the flight originated. Additionally, the guarding station will provide primary/secondary frequencies and the next scheduled communications check. The aeronautical station contacted will then be responsible for maintaining the communications for the aircraft until it lands or until another station has established communications with the aircraft and has assumed the comms guard responsibility.

2. In-Flight Communications. Operations permitting, all Coast Guard aircraft shall guard the emergency frequencies 121.5, 156.8 and 243.0 MHz. Use of these frequencies shall be restricted to emergency communications or circumstances where other frequencies will not suffice. Normal communications shall be conducted on the appropriate Coast Guard or aeronautical station's working frequency. The primary channel for operational communications shall be through Coast Guard facilities. Relay through the facilities or other agencies are authorized when operationally necessary.

   a. Aircraft in flight, having their communications guard with a Coast Guard station, shall keep communication contact as follows:

      (1) Fixed-wing: An "operations normal" report every thirty- (30) minutes and a position report every sixty- (60) minutes.

      (2) Helicopters: An "operations normal" report every fifteen- (15) minutes and a position report every thirty- (30) minutes.

Each position report shall include an intended path of flight. If an aeronautical station loses contact with an aircraft, it shall be the responsibility of the guard station to initiate the necessary actions to reestablish communications with the aircraft directly or through another station; or to initiate an alert (Any communication with an aircraft will serve to begin a new period for the purpose of making a required report).

b. When the Aircraft Commander (AC) is maintaining communications with Air Traffic Control (ATC) facilities, the required reports shall be made in accordance with current FAA regulations and the AC shall notify the concerned aeronautical station that the communication guard has been shifted to the appropriate ATC facility. Whenever possible, the pilot shall also maintain a guard on Coast Guard frequencies to the extent that it will not interfere with the primary ATC communications.

c. When the Aircraft Commander is maintaining communications with an On-Scene Commander (OSC) or Officer in Tactical Command (OTC) in conjunction with a coordinated mission he/she shall make the required position report to the OSC. An aircraft engaged in a coordinated mission and reporting to an OSC/OTC should shift its communications guard from the aeronautical station to the OSC until released from the coordinated mission for return to base.

d. When the Aircraft Commander has been instructed by proper authority to maintain radio silence, the requirement for communication contact with an aeronautical station is waived. The aeronautical station shall be so advised and radio contact reestablished as soon as practicable.

3. Shifting/Terminating Communications Guard. When the aircraft's mission is complete or when the guard is transferred to another station, the Aircraft Commander shall notify the station to secure the guard. Failure to notify a guarding station of their intentions will cause the station to issue a lost communications alert.

4. Lost Communications. If the Aircraft Commander fails to check in on the primary or secondary frequency within five minutes of their communications schedule, the guarding station shall initiate an alert. The aircraft's parent command shall be notified first, followed by the cognizant District Command Center. If the aircraft remains unlocated, an immediate precedence message shall be released as follows:

O ddhhmmZ mmm yy (Date-time-group)
FM (Station reporting the lost communications)
TO COGARD CAMSPAC PT REYES CA (if not the originator)
COGARD CAMSLANT CHESAPEAKE VA (if not the originator)
(All ocean area communications stations. e.g. , COMMSTA KODIAK)
(Aircraft's parent command)
INFO (Appropriate Area Command Center)
(Cognizant District Command Center)
BT
UNCLAS E F T O FOUO //N02000// (EFTO for example purposes)
SUBJ: LOST COMMS REPORT
1. ORIG LOST COMMS WITH COGARD AIRCRAFT (list tail number). LAST COMMS ON (list appropriate frequency). LAST POSITION (list latitude/longitude).
2. REQ RADIO EQPT UNITS ATTEMPT COMMS AND ADVISE.
3. REQ AIRSTA ADVISE IF COMMS ESTABLISHED ON VHF/UHF EQUIPMENT OR VIA OTHER MEANS.
4. WILL ADVISE ALL ADDEES WHEN COMMS REESTABLISHED. BT
NNNN

When communications are reestablished with the aircraft, an immediate precedence message will be sent to all addressees listed in the LOST COMMS REPORT with notification that communications have been restored.

5. Frequency Usage. VHF or UHF air-ground frequencies shall be utilized to the fullest extent possible for short-range communications with the aircraft's parent Air Station. Coast Guard VHF-FM maritime mobile frequencies may be used to communicate with Coast Guard small boats and Group Commanders. Coast Guard HF air-to-ground frequencies shall be used for long range communications with Communications Stations.

   a. Search and rescue and emergency operations with recreational and commercial vessels or local public safety frequencies are permitted. Commanding Officers should determine what VHF-FM frequencies are used by public safety agencies in their area and submit requests for use in accordance with COMDTINST M2400.1 (Series).

   b. VHF-FM frequencies for Coast Guard use are contained in COMDTINST M2400.1 (Series). Channel 83 (157.175 MHz) should not be used in the areas where interference with Canadian users of this frequency could occur.

c. Aircraft shall use low power output except when higher power is needed to maintain reliable communications. Aircraft shall not transmit on VHF-FM frequencies when operating above 3000 feet mean-sea-level (MSL) except if an operational necessity dictates otherwise.

d. Air-to-air use of Maritime Mobile VHF-FM is not permitted except when no other means of communication exists for the prosecution of a Search and Rescue (SAR) case or when the need exists for a common frequency between multiple aircraft and surface units and Maritime Mobile VHF-FM is the only frequency band in common.

6. Call Signs. Voice Call signs for aircraft shall be in accordance with appropriate instructions issued by the Operational Commander. All aircraft on search and rescue missions and desiring expeditious handling by the FAA shall insert the word "RESCUE" in the call sign after Coast Guard when using voice procedures.

C. Aircraft Messages.

1. Record Message Responsibility. Responsibility for filing messages rests solely with the Aircraft Commander. When the point of departure or arrival is a unit under Coast Guard jurisdiction, the responsibility rests with the Commanding Officer of the unit. It is the responsibility of the Aircraft Commander to insure that the Commanding Officer of such ship or station is properly notified as to the movement departure, or arrival.

2. Plain Language Address. Aircraft Commanders, when originating a message, will use the Plain Language Address (PLA) of the aircraft's parent command followed by the aircraft number, (COGARD AIRSTA ELIZABETH CITY NC//CGNR 1234//). When an aircraft CHOPS to another command the same instruction applies using the operational commander's PLA, the aircraft's parent command will be included as an addressee to the message. Examples:

OPS FROM PARENT COMMAND:

FM COGARD AIRSTA ELIZABETH CITY NC//CGNR 1234//
TO CCGDFIVE PORTSMOUTH VA//O//
INFO COGARD AIRSTA ELIZABETH CITY NC

OPS FROM CHOP COMMAND:

FM COGARD AIRSTA BORINQUIN RQ//CGNR 1234//
TO CCGDSEVEN MIAMI FL//AOD//
INFO COGARD AIRSTA BORINQUIN RQ
COGARD AIRSTA ELIZABETH CITY NC

INDEX

GLOSSARY OF TERMS
(EXPLANATION OF ACRONYMS)

--- (A) ---

ABS – Automated Broadcast System
AC - Aircraft Commander
ACP - Allied Communications Publication
AIG - Address Indicating Group
AIRSTA - Air Station
AM - Amplitude Modulation
AME - Amplitude Modulation Equipment
AMVER - Automated Mutual-Assistance Vessel Rescue System
AREA COMMSYS - Area Telecommunications System
AT - Aviation Technician
ATC - Air Traffic Control
AUTODIN - Automatic Digital Network

--- (B) ---

BCST - Broadcast
BNM - Broadcast Notice to Mariners

--- (C) ---

C4 - Command, Control, Computers and Communications
CAD - Collective Address Designator
CAMS - Communications Area Master Station
CCIR - International Radio Consultative Committee
CES – Coast Earth Station
CFR - Code of Federal Regulations
CGDN - Coast Guard Data Network
CGDN+ - Coast Guard Data Network Plus
CGTS - Coast Guard Telecommunications System
CIM - Communication Improvement Memorandum
CINEMA – Electronic Commerce, INTERNET Access, and E-Mail
CIRM - International Radio-Medical Center (Rome, IT)
CLASS - Closed Loop Aeronautical Support System
CMC - Classified Material Control
CMDCEN - Command Center
CMS - Communications Security Material System
COMDTNOTE - Commandant Notice
COMDTINST - Commandant Instruction
COMEDS - CONUS Meteorological Data System
COMMCEN - Telecommunications Center
COMMSTA – Communication Station
COMSATCOM – Commercial Satellite Communications
COMSEC - Communications Security
CNO - Chief of Naval Operations
COMTAC - Communications Tactical
COCO - Chain Operational Control Officer
COMMARDEZ - Commander, Maritime Defense Zone
CONUS - Continental United States
COTP - Captain of the Port
CPE - Customer Provided Equipment
CRF - CRYPTO Repair Facility

--- (D) ---

DA - Department of the Army
DCS - Defense Communications System
DD - Defense Department
DDN - Defense Data Network
DES - Digital Encryption Standard
DFO - Disaster Field Office
DF - Direction finding
DGPS – Differential Global Positioning System
DISA - Defense Information Systems Agency
DIST COMMSYS - District Telecommunications System
DITCO - Defense Information Technology Contracting Organization
DLSC - Defense Logistics System Command
DMAHTC - Defense Mapping Agency Hydrographic Topographic Center
DOD - Department of Defense
DOS - Department of State
DOT - Department of Transportation
DPVS - Distributed PLA Verification System
DSB - Double Sideband
DSC - Digital Selective Calling
DSN - Defense Switch Network
DTG - Date-Time-Group

--- (E) ---

ECP - Emergency Command Precedence
EFTO - Encrypt For Transmission Only
ELT - Emergency Locating Transmitter
EMCON – Emission Control
E.O. - Executive Order
EPBX - Telephone Switchboard
EPIRB - Emergency Position Indicating Radio Beacon
ESF - Emergency Support Functional

--- (F) ---

FAA - Federal Aviation Agency
FAR - Federal Acquisition Regulations
FAX - Facsimile
FCC - Federal Communications Commission
FEA - Federal Executive Agencies
FEC - Forward Error Correcting
FEMA - Federal Emergency Management Agency
FIPS – Federal Information Processing Standards
FOUO - For Official Use Only
FM - Frequency Modulation
FPMR – Federal Property Management Regulations
FTS - Federal Telecommunications System
FWTS – Federal Wireless Telecommunications Services

--- (G) ---

GCCS – Global Command and Control System
GEO – Geostationary Earth Orbit
GMDSS - Global Maritime Distress and Safety System
GETS - Government Emergency Telecommunications Service
GRU COMMSYS - Group Telecommunications System

GSA - General Services Administration

--- (H) ---

HF - High Frequency
HYDROLANT - Hydrographic Atlantic
HYDROPAC - Hydrographic Pacific
HSC – Headquarters Support Command

--- (I) ---

ICAO - International Civil Aviation Organization
ID3 – International Direct Distance Dialing
IHO - International Hydrographic Organization
IMO - International Maritime Organization
INMARSAT - International Maritime Satellite
INTERLATA -
IRAC - Interagency Radio Advisory Committee
IS – Information Systems
ISDN - Integrated Services Digital Network
ISIC - Immediate Superior in Command
ITU - International Telecommunications Union

--- (J) ---

JANAP - Joint Army-Navy-Air Force Publication
JCS - Joint Chiefs of Staff
JWICS – Joint Worldwide Intelligence Communication System

--- (K) ---

kHZ - Kilohertz
KTU - Key Telephone Unit

--- (L) ---

LANT – Atlantic
LEO – Low Earth Orbit
LIMDIS - Limited Distribution
LORAN - Long-Range Aid to Navigation
LOU - Limited Official Use

--- (M) ---

MAD - Message Address Directory
MARB - Marine Assistance Request Broadcast
MARS - Military Affiliate Radio System
MDZ - Maritime Defense Zone
MEO – Medium Earth Orbit
MEP - Marine Environmental Protection
MERCAST - Merchant Broadcast
MERCOMMS - Merchant Vessel Communications
METEO - Meteorological
MF - Medium Frequency
MHz - Megahertz
MIB - Marine Information Broadcast
MID – Maritime Identification Digits
MIL-HDBK - Military Handbook
MMSI – Maritime Mobile Service Identity
MSC - Military Sealift Command
MSI – Maritime Safety Information
MSO - Marine Safety Office
MSS – Mobile Satellite Services

--- (N) ---

NACSI - National COMSEC Instruction
NACSIM - National COMSEC Information Memorandum
NATO - North Atlantic Treaty Organization
NAVACT - Naval Activity
NAVAREA - Navigational Area (IHO/IMO Division of globe for notices to mariners.)
NAVCAMS - Naval Communications Area Master Station
NAVCOMPARS - Naval Communication Processing & Routing System
NAVTEX - Navigational Warning System
NBDP - Narrow Band Direct Printing (also SITOR)
NCA - National Command Authorities
NCS - National Communications System
NCSORG - Naval Control of Shipping Organization
NCTS – Naval Computer and Telecommunications System
NDP – Naval Doctrine Publication
NDS – National Distress System
NECN - National Emergency Coordination Net
NIPRNET – Non-Classified Internet
Protocol Router Network
NOFORN NO FOREIGN - (Not releasable to foreign nationals)
NOTAL - Not To Nor Needed By All
NSA - National Security Agency
NSEP - National Security Emergency Preparedness
NTCTAMS - Naval Computer Telecommunications Area Master Station
NTISSD - National Telecommunication and Information Security Directive
NTM - Notice to Mariners
NTP - Naval Telecommunications Publication
NTS - Naval Telecommunications System
NWP - Naval Warfare Publication
NWS - National Weather Service

--- (O) ---

ONS – Operational Needs Statement
OPCON - Operational Control
OPORDER - Operation Order
OPLAN – Operational Plan
OPNAV - Office of the Chief of Naval Operations
OSC - On-Scene Commander
OTC - Officer in Tactical Command

--- (P) ---

PABX – Telephone Switchboard
PASEP – Passed By Separate Means
PBX - Telephone Switchboard
PDC - Program Designator Codes
PLA - Plain Language Address
POT - Point-of-train (flashing light)
POTS - Plain Old Telephone Service
PSS - Port Safety and Security

--- (R) ---

RDF - Radio Direction Finder
RF - Radio Frequency
RFS – Request For Service

--- (S) ---

SAR - Search and Rescue
SATCOM - Satellite Communications
SATVOICE – Satellite Secure Voice
SCI - Special Compartmented Information
SCCN – Secure Command and Control Network
SDN - Secure Data Network
SECNAVINST - Secretary of the Navy Instruction
SEF - SPECAT Exclusive For
SHARES - Shared Resources
SIPRNET – Secret Internet Protocol Router Network
SITOR - Simplex Teletype Over Radio
SMC - Search & Rescue Mission Coordinator
SOLAS - Safety of Life at Sea
SOP - Standard Operating Procedures
SOSO - Speed of Service Objectives
SPECAT - Special Category
SSB - Single Sideband
SSIC - Standard Subject Identification Code
STE – Secure Terminal Equipment

--- (T) ---

TAD - Temporary Assignment for Duty
TC - Telecommunications Specialist
TCC - Transportable Communications Central
TCIC – Telecommunications Specialist-In-Charge
TCO - Telecommunications Certification Offices
TELEX - Teleprinter Exchange Network
TISCOM - Telecommunication and Information Systems Command
TRANSEC - Transmission Security
TSR - Telecommunications Service Request
TT - Telephone Technician

TEMPEST – Code word for unwanted electromagnetic/mechanical radiation

--- (U) ---

UHF - Ultra High Frequency
UMIB - Urgent Marine Information Broadcast
USB - Upper Sideband
USC - United States Code
USMTF - United States Message Text Format
USNDA - United States National Distribution Agency
UTC - Coordinated Universal time

--- (V) ---

VHF - Very High Frequency
VHF-FM - Very High Frequency-Frequency Modulated
VTC - Video Teleconference
VTS - Vessel Traffic Services

--- (W) ---

WAGB - (USCG) Ice Breaker
WHEC - (USCG) High Endurance Cutter
WMEC - (USCG) Medium Endurance Cutter

--- (Z) ---

ZULU - Coordinated Universal Time

BIBLIOGRAPHY

DOT/Coast Guard Directives

Accounting Manual (COMDTINST M7300.4)

Aids to Navigation Manual - Administrative (COMDTINST M16500.7)

Information Systems Security Program (COMDTINST M5500.13 (series))

Auxiliary Operations Policy Manual (COMDTINST M16798.3)

Budget Models and Spending Plans (COMDTINST 7132.5)

Catalog of Forms (COMDTINST M5213.6D)

Civil Engineering Manual (COMDTINST M11000.11)

Coastal Weather Program (COMDTINST M3140.3)

Coast Guard C4I Baseline Architecture (COMDTINST M3090.6)

Coast Guard Regulations (COMDTINST M5000.3)

Coast Guard Telecommunications Plan (COMDTINST M2000.4)

COMTAC Publication Index (COMDTINST M2600.1)

Contingency Preparedness Planning Manual, Volumes I and II (COMDTINST M 3010.12)

Design for Secure Electrical Information Processing Systems Manual (COMDTINST CM2241.1)

Digital Selective Calling (DSC) Operations Doctrine (COMDTINST 16121.1)

Directive, Publications and Reports Index (COMDTNOTE 5600)

Electronics Manual, Administration and Supply (COMDTINST M10550.25)

Enlisted Qualifications Manual (COMDTINST M1414.8)

Foreign Port Calls (COMDTINST 3228.1)

Classified Information Management Program (COMDTINST M5510.21)

Management and Operations for the AMVER System (COMDTINST M16122.2)

National SAR Manual (COMDTINST M16130.2)

Naval Engineering Manual (COMDTINST M9000.6)

Objective Architecture and Transition Plan (COMDTINST 3090)

Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2)

Organization Manual (Coast Guard) (COMDTINST M5400.7)

Personnel Manual (Coast Guard) (COMDTINST M1000.6)

Physical Security Manual (COMDTINST M5530.1)

Freedom of Information and Privacy Acts Manual (COMDTINST M5260.2)

Public Affairs Manual (COMDTINST M5728.2)

Radio Frequency Plan (COMDTINST M2400.1)

Radiotelephone Communications Handbook (COMDTINST M2300.7)

Readiness Planning Manual, Volume II (COMDTINST M3010.12)

Safety and Environmental Health Manual (COMDTINST M5100.47)

Shipboard Design, Installation, and Red/Black Engineering Criteria (COMDTINST CM5510.4)

Staffing Standards Manual (COMDTINST M5312.11)

Shore Facility Design for Secure Electrical Info Processing Systems (COMDTINST CM2241.1)

Standard Distribution List (COMDTNOTE 5605)

Standard Subject identification Codes (COMDTINST M5210.5)

Tempest Policy and Tempest Countermeasures for Shore Facilities (COMDTINST S2241.5)

Use of Commercial Satellite Communications Services (COMDTINST 2050.1)

Use of Recording or Monitoring Equipment, Practices and the Listening-In or Recording of Telephone conversations (DOT Order 1600.17B)

Other Agency Publications and Documents Specifically Referenced

Allied Naval Control of Shipping Manual – Merchant Ship Reporting & Control (MERCO) (ATP-2 SUPP-1)

Basic Operational Communications Doctrine (NWP 6-01)

CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System Manual (CMS-21)

Communications Instructions - Distress and Rescue Procedures (ACP 135)

Communications Instructions for Ships Controlled by Military Sealift Command and the U.S. Flag Merchant Fleet (NTP 10)

Communications Instructions - Radiotelephone Procedures (ACP 125)

Communications Instructions - Visual Signaling Procedures (ACP 129)

Communications Security Material System (CMS) Cryptographic Equipment Information/Guidance (CMS-5)

E.O. 12958 – Prescribes a uniform system for managing the protection of national security information. It sets for the standard for the classification and declassification of national security information

Federal Information Resources Management Regulations (FIRMR)

Federal Communications Commission (FCC) Regulations

Fleet Communications (NTP 4)

Freedom of Information Act (FOIA)

International Code of Signals (IMO-994E)

International Maritime Organization (IMO) Circular 416 – NAVTEX Manual

International Telecommunications Union (ITU) Radio Regulations (Section IX of Article 36, Appendices 34 & 43)

National Security Decision Directive 97

National Telecommunications and Information Security Directive No. 600 (NTISSD No. 600)

Naval Operational Planning (NWP 5-01)

Navy File Maintenance and Standard Subject Identification Codes (SECNAVINST 5210.11)

Navy Telecommunications Users Manual (NTP 3)

Office of Management and Budget (OMB) Circular A-76

Privacy Act of 1974

Radio Communications Instructions for Merchant Ships under Naval Control (ACP 149)

Radio Navigational Aids (NIMA 17)

14 USC 2-4 – States that one of the primary duties of the Coast Guard is to maintain a state of military readiness. It also defines the Coast Guard's relationship to the Navy and directs its operation as a service in the Navy upon declaration of war or the when the President otherwise directs.

14 USC 93 – Authorizes the Coast Guard to maintain teletype circuits and to maintain radio transmitting and receiving stations.

14 USC 147 – Authorizes the Coast Guard to cooperate with the National Oceanic and Atmospheric Administration (NOAA) in the observation and dissemination of weather information.